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**City and County of San Francisco  
Department of Human Resources**

**JOB CODE TITLE: Public Buildings Maintenance and Repair  
Assistant Superintendent**

**JOB CODE: 5102**

**Definition:**

Under general direction, assists in managing the maintenance, alteration, repair and operation of City buildings and structures through reporting managers; coordinates assigned projects with other departments, outside agencies and the general public; and provides highly responsible and complex staff assistance to the 5103 Operations Bureau Superintendent, Public Works or the 5134 Deputy Manager, Bureau of Water Pollution Control.

**Distinguishing Features:**

This is a third-level supervisory job code that has responsibility for interpreting and administering policies and procedures relative to building maintenance and repair; assumes responsibility for budget preparation, personnel matters, work orders, safety and training programs, and service contracts. The 5102 Public Buildings Maintenance and Repair Assistant Superintendent is distinguished from the 5103 Operations Bureau Superintendent, Public Works and the 5134 Deputy Manager, Bureau of Water Pollution Control, in that the latter classes have broader authority.

**Supervision Exercised:**

Incumbents in this job code supervise second-level supervisors who are responsible for coordinating the work of various craft, labor and custodial classes.

**Examples of Important and Essential Duties:**

According to Civil Service Rule 9, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Assists in establishing priorities and directing the maintenance, alteration, repair and operation of City buildings and structures.
2. Develops, implements, and reviews operating procedures, rules, regulations and policies.
3. Interprets and administers policies and procedures concerning the maintenance, alteration, repair and operation of City buildings and structures.
4. Assists in directing the inspection of City buildings and structures to determine maintenance, alteration, repair and operational needs.
5. Assigns, directs and makes field inspections to ensure that work performed meets standards and codes.
6. Assists in the preparation of the annual budget by coordinating, compiling, and preparing the budget for presentation to the department, the Mayor, and the Board of Supervisors.
7. Assumes responsibility for work order requests.
8. Prepares plans, specifications and cost estimates for work to be performed.
9. Oversees requisition and maintenance of all necessary materials, supplies and equipment.
10. Develops, prepares and maintains detailed and complex operational and inspection reports, including those related to safety, ADA issues, and goals and objectives.
11. Assists in directing the preparation of requests for proposals and contracts for services.
12. Represents the department to other agencies, legislative bodies, and the general public.

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**JOB CODE TITLE: Public Buildings Maintenance and Repair  
Assistant Superintendent**

**JOB CODE: 5102**

13. Responds either orally or in writing to inquiries, requests and complaints.
14. Supervises second-level supervisors by planning, assigning, monitoring and evaluating work.
15. Acts as a personnel liaison in regard to vacancies, requisitions and disciplinary matters.
16. Operates a City vehicle to travel to site inspections.
17. May be required to act in the absence of the 5103 Operations Bureau Superintendent, Public Works, or the 5134 Deputy Manager, Bureau of Water Pollution Control.
18. Performs other duties as required.

**Job Related and Essential Qualifications:**

Knowledge of: building construction, repair and maintenance methods and procedures and related laws, ordinances and codes; and effective managerial and supervisory practices, procedures and techniques.

Ability to: interpret policy, plan, control, develop and evaluate resources; define and achieve goals and objectives; prioritize, assign, coordinate and evaluate the activities of second-level supervisors; communicate orally in a clear, concise manner; listen attentively and understand oral communication; represent the department to legislative officials, other departments, contractors and the public; write reports, memoranda, letters and requests for proposals in a clear and concise manner; establish and maintain effective working relationships; operate a motor vehicle safely and legally; and climb ladders, crawl into small spaces and bend the knees and back while performing site inspections.

**Experience and Training Guidelines:**

Four years of experience in building construction, maintenance or repair, of which two years must be in the capacity of second-level supervisor or manager in the operation or activities of building construction, maintenance or repair.

Special requirements: Possession of a valid driver license; and the physical agility necessary to climb ladders, crawl into small spaces, and to bend the back and knees in order to perform site inspections.

**Amended date: 11/5/99**

**Reason for Amendment:**

To reflect accurately the current tasks, knowledges, skills, and abilities defined in the most recent job analysis conducted for this job code.

*City and County of San Francisco*  
*Department of Human Resources*

**5103 OPERATIONS BUREAU SUPERINTENDENT, PUBLIC WORKS**

**Definition:** Under general administrative direction, is responsible for directing all activities of one of the bureaus in the Operations Division of the Department of Public Works. Examples of activities are as follows: responsible for maintenance and repair of all city streets, sidewalks, curbs, gutters, gravity sewers and appurtenant structures, and the maintenance and operations of all City movable bridges, tunnels, underpasses, and over-crossings; responsible for all street cleaning, urban forestry, anti-graffiti, and refuse collections activities; responsible for the maintenance, repair, alteration, and operation of all city buildings and structures under the jurisdiction of the Department of Public Works. All are responsible for: developing and implementing bureau policies, methods, and procedures; overseeing the preparation and maintenance of bureau operational records, reports, and budgets; and making regular important contacts with other departmental officials, outside organizations, and the public in connection with bureau activities.

**Distinguishing Features:** This class is the highest level class in each of the Operations bureaus of the Department of Public Works. It is characterized by its focus on administrative duties and incumbents report directly to the Deputy Director for Operations.

**Supervision Exercised:** Supervises/manages the work of all professional and non-professional staff in one operations bureau.

**Examples of Important and Essential Duties:**

*According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class(es) and are not intended to be an inclusive list.*

1. Supervises the application of standard personnel procedures, including selection, disciplinary proceedings, and employee development.
2. Directs the preparation of annual budget estimates; reviews expenditures, approves modifications; reviews and sets policies for materials procurement, contract specifications, and equipment requests.
3. Plans and directs all operations of the respective bureau through subordinate supervisory personnel.
4. Represents the bureau and its affairs to superiors, government officials, business and industrial organizations, contractors, and the public by making presentations before commissions, boards, and community groups.
5. Directs inspection of construction, repair, and maintenance work done by the bureau to ensure conformity with accepted standards.
6. Develops, interprets, and implements policies and procedures for accomplishing the work of the bureau.

7. Directs response to citizen complaints about work done by the bureau or about bureau employees.
8. Directs the preparation and maintenance of detailed and complex operational reports and records, including periodic (quarterly, annual) bureau performance reports.
9. In the event of emergencies, directs the operations of the bureau and serves as a member of the emergency response team for the Department of Public Works.

**Job-related and Essential Qualifications:**

**Knowledge of:** Methods, procedures, tools, and equipment used in construction, maintenance, and repair of buildings, streets, sidewalks, sewers, etc.; staff requirements and material, equipment, and safety needs for a bureau in Operations; the laws, ordinances, and regulations applicable to the bureau; budget preparation and administration.

**Ability to:** Direct the activities of a large bureau through planning, assigning, supervising, and evaluating the work of subordinate supervisory personnel; direct budget development; create purchasing mechanisms such as contracts; perform audits on spending procedures as well as field productivity; plan, organize, and maintain public records; deal courteously and effectively with all levels of the public and private sectors; analyze and review complex and detailed reports and documents and make sound judgments and recommendations from such reviews; communicate orally and in writing in a clear, understandable, and persuasive manner.

**Experience and Training Guidelines:** *Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:*

**Experience:** Three years of experience at a second-level supervisory/managerial level in the operations or activities of street cleaning and planting, street and sewer construction, maintenance, and repair, or building maintenance, repair, alteration, and operation.

**Training:** Baccalaureate degree in a related field.

**License or Certificate:** Valid driver license.

**Effective:** January 14, 1999



CLASS TITLE: PUBLIC BUILDINGS MAINTENANCE AND  
REPAIR SUPERINTENDENT

CODE: 5104

#### CHARACTERISTICS OF THE CLASS:

Under general administrative direction, is responsible for directing all activities in connection with the maintenance, repair, alteration and operation of all city buildings and structures under the jurisdiction of the department of public works; plans, assigns and directs the activities of subordinate personnel engaged in such work; and performs related duties as required.

Requires responsibility for: developing, coordinating and interpreting existing methods and procedures in connection with building maintenance, repair and operational activities; making regular important contacts with other departmental officials, outside organizations and the general public in connection with building maintenance and repair activities, preparation of important operational, inspectional and financial records and reports.

#### EXAMPLES OF DUTIES:

1. Directs all repairs, alterations, maintenance and operations of city buildings and structures; directs the inspection of such buildings to determine needs and sets priorities for repairs and alterations.

2. Personally inspects repairs and maintenance projects to assure that workmanship and maintenance activities meet prescribed standards.

3. Reviews and approves cost estimates for work-orders for contract projects.

4. Directs the preparation and development of plans and specifications for contracts to be performed by the bureau; reviews bids from outside contractors and makes recommendations as to the award of such contracts.

5. Directs the preparation of detailed and complex operational and inspectional reports and the maintenance of related records.

#### MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least ten years of progressively responsible experience in the operation, maintenance and repair of buildings and grounds, including five years of supervisory and administrative experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: building construction, maintenance and repair methods and procedures and the tools, materials and equipment utilized in such activities; the laws, ordinances and regulations applicable to building maintenance and construction work.



CLASS TITLE: PUBLIC BUILDINGS MAINTENANCE AND  
REPAIR SUPERINTENDENT (continued)

CODE: 5104

Requires considerable ability to plan, organize and direct the activities of a large group of subordinate personnel; deal effectively and courteously with public officials and outside organizations; analyze and review complex and detailed reports and documents relative to building maintenance and operation programs and make sound judgments and recommendations from such reviews.

Requires considerable skill in the application of building maintenance, construction and operation techniques to practical building operation problems.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Assistant superintendent maintenance and repair of public buildings

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: MANAGER, FINANCE AND ADMINISTRATION    JOB CODE: 5105**  
**Business Unit: COMMN**

**DEFINITION:**

Under administrative direction, directs financial and administrative functions of a large or complex department; supervises staff in budgeting, purchasing, building and equipment maintenance activities.

**DISTINGUISHING FEATURES:**

In complex departments, the 5105 Manager, Finance and Administration, reports directly to the department head. In large departments, incumbents report to the department deputy director. The 5105 is distinguished from 1675 Supervising Fiscal Officer and 5186 Finance Manager by their responsibility for supervision of accounting and auditing functions (1675) or finance and budget services (5186) in large or complex departments.

**SUPERVISION EXERCISED:**

The Manager of Finance and Administration typically supervises professional, technical and clerical employees in the areas of budget development, accounting, and administration.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to the Civil Service Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Advises department head or manager on administrative, financial and budgetary matters; responsible for recommending administrative policies and procedures, including oversight of implementation.
2. Assists department head or manager in the coordination and direction of administrative activities in the areas of operations, finance and budget.
3. Prepares and administers the department's budget, capital project financial and/or strategic plan; supervises the preparation of cost accounting reports budget activities and contracts for outside professional services.
4. Assists the department head or manager in the development and implementation of office procedures, work rules and other administrative policies and procedures.
5. In complex departments, supervises, directs and reviews activities of administrative staff with ultimate responsibility for budgeting, financial activities, purchasing, building and equipment and assigned projects.
6. In large departments, is responsible for developing and managing the capital project financial plan; participating in issuance of bonds and maximizing non-bond revenues and participating in and coordinating related budgetary activities.
7. Coordinates activities and serves as liaison with city staff, government officials and/or project team regarding finance, budgeting, operations and administrative functions.

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**JOB CODE TITLE: MANAGER, FINANCE AND ADMINISTRATION**      **JOB CODE: 5105**  
**Business Unit: COMMN**

8. As a member of senior management, may act for department head or manager in his/her absence; represent the department in public or official contacts and attend Board of Supervisors' meetings as necessary.
9. May consult with the department's head of personnel services and human resources regarding assistance of oversight and coordination for these activities.
10. Responsible for special projects; conducts analyses, reviews legislation and makes recommendations.
11. Performs related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**KNOWLEDGE OF:** Principles and practices of budgeting and financial administration and management.

**ABILITY TO:** Plan, direct, supervise and coordinate work of subordinates; deal tactfully and effectively with department staff, members of the public and other agencies; work effectively with diverse cultural, ethnic and racial populations.

**SKILL TO:** Communicate effectively and persuasively; operate business-standard word processing, database and spreadsheet computer software programs.

**SPECIAL REQUIREMENT:**

Essential duties require the ability to perform in a standard office environment with prolonged periods of standing, bending or sitting.

**EXPERIENCE AND TRAINING:**

**Experience:** Eight years of progressively responsible experience in administration and management including at least four years of responsible supervisory and administrative experience in a public agency; **AND**

**Training:** A baccalaureate degree from an accredited college or university preferably in business administration, public administration or related field.

**EFFECTIVE DATE:** 12/15/99

**AMENDED:** 5/16/01

**REASON FOR AMENDMENT:** To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT TO THE DIRECTOR OF  
BUILDINGS AND GROUNDS, SFUSD

CODE: 5106

CHARACTERISTICS OF THE CLASS:

Under direction, performs responsible staff functions in support of the Director of Buildings and Grounds, San Francisco Unified School District; plans, develops and implements ongoing and special projects; conducts special investigations and studies related to buildings and grounds maintenance; performs related duties as required.

DISTINGUISHING FEATURES:

This is a one-position classification which reports directly to the Director of Buildings and Grounds, SFUSD. It is distinguished by its responsibility for performing a variety of investigative and analytical staff assignments requiring considerable knowledge of buildings and grounds maintenance procedures, techniques and operations.

EXAMPLES OF DUTIES:

1. Assists with the preparation of the Buildings and Grounds division budget.
2. Develops, implements, and maintains buildings and grounds security and preventive maintenance programs for the school district; assists the Director in maintaining an ongoing comprehensive safety program.
3. Maintains liaison between the Director and supervisors, craft personnel, site administrators, division heads, city departments, community representatives and groups on matters pertaining to buildings and grounds maintenance.
4. Prepares correspondence responding to inquiries and complaints.
5. Consults with other public agencies such as the Fire Department, Health Department, to ensure school district compliance with applicable codes and ordinances.
6. Performs field inspections of work to be done or work completed to recommend approval or disapproval.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of high school supplemented by at least six years of construction or maintenance work, three years which should be in a supervisory capacity. Collegiate training with a minimum AA degree is desirable, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of building and grounds maintenance procedures, techniques and operations; administrative and business methods and procedures; safety procedures; security procedures and communication skills.

License: Possession of a valid California driver's license.

ADOPTED: April 29, 1982





SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR OF BUILDINGS AND GROUNDS,  
SAN FRANCISCO UNIFIED SCHOOL DISTRICT

CODE: 5107

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, manages the administration and operation of the school district's Buildings and Grounds Division; ensures district-wide purchasing, warehousing, maintenance and construction services; directs supervisory personnel engaged in providing such services; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a one position classification distinguished by its accountability for the operations of the Buildings and Grounds Division and its sections. The position is responsible for developing, coordinating, interpreting and evaluating division objectives, methods, policies, and procedures. The incumbent in this position is responsible for analyzing and solving administrative and technical problems affecting the operations of the division and its sections. Additionally, the incumbent will be responsible for representing the division to school district personnel, officials, and members of the general public.

EXAMPLES OF DUTIES:

1. Prepares and administers the annual budget for the Buildings and Grounds Division.
2. Oversees the administration and operation of the Buildings and Grounds sections including Facilities Planning, Work Control, Production, Warehousing and Purchasing. Coordinates and approves policies and procedures of the sections; resolves conflicts between sections.
3. Administers the school district's security program; contracts for security services; evaluates services as required; investigates and assigns others to investigate security problems; coordinates security matters with the Police Department, District Attorney's Office, Juvenile Court system, and the district's Legal Division.
4. Develops and enforces the school district's safety program including day-to-day precautions and the district's Emergency Operations Plan covering major disasters.
5. Initiates the preparation of plans and specifications; reviews and approves cost estimates relating to major maintenance or construction projects; determines priority of projects; negotiates and authorizes changes in plans and specifications.
6. Evaluates the performance of contractors and vendors in fulfilling contractual obligations; approves or disapproves of completed work; authorizes payments for work completed.
7. Represents the Coordinator of the Office of Management Services in meetings connected with the maintenance, repair, and operation of school facilities and buildings, and purchasing and warehousing matters; recommends policies, objectives and procedures to the Board of Education for approval; attends Board of Education meetings as required.
8. Directs the preparation of purchase specifications for new and special equipment, products, supplies, and tools used in maintenance, repair or alteration of school buildings; checks bids and recommends acceptance or rejection.

MINIMUM QUALIFICATIONS:

Training and Experience: A minimum of an Associate of Arts degree majoring in Business Administration or a Bachelor's degree in Mechanical or Electrical Engineering or the equivalent.



MINIMUM QUALIFICATIONS: (Cont.)

Requires a minimum of eight (8) years of progressively responsible experience in the construction, maintenance and operation of facilities and buildings, including five (5) years of responsible supervisory and administrative experience or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires extensive knowledge of buildings and grounds maintenance, repair and construction methods and techniques; principles and practices of warehousing and purchasing; business administration practices as related to maintenance and warehouse management; laws, ordinances and regulations applicable to public buildings and grounds maintenance, warehousing and purchasing.

Requires considerable ability to: plan, organize, direct, control, and coordinate the operation of inter-related organizations; analyze technical and administrative problems and develop solutions to such problems.

ADOPTED: April 29, 1982



CLASS TITLE: SPECIAL ASSISTANT FOR HOUSING AND RELOCATION

CODE: 5108

CHARACTERISTICS OF THE CLASS:

Under the direction of the Deputy for Development, has primary responsibility for the coordination of all housing activities in the City and County of San Francisco, including the housing relocation activities of public agencies; coordinates related activities with the Deputy for Social Programs; coordinates development of an Annual Housing Program for review by the Mayor's Housing Committee; coordinates the preparation and maintenance of a City-wide housing inventory; serves as Executive Director to the Mayor's Housing Committee and Secretary to the Relocation Appeals Board; serves as liaison between the Mayor's Office and other public agencies concerned with housing programs and between citizen relocatees and the agencies involved; and performs related duties as required.

Requires responsibility for: Assisting the Mayor and the Deputy for Development in developing, coordinating and interpreting housing and relocation activities for the City and County; making regular high level personal contacts as representative of the Mayor and the Deputy for Development in dealing with responsible representatives of local, city, state and federal agencies and departments; meeting with individual citizens and community organizations concerned with housing and relocation problems; analyzing and evaluating reports, surveys and other data relative to housing problems; preparing reports and recommendations on such matters.

EXAMPLES OF DUTIES:

1. Serves as Executive Director to the Mayor's Housing Committee and Secretary to the Relocation Appeals Board.
2. Reviews and reports on housing information pertaining to housing relocation resources; may make field investigations of relocation areas.
3. Analyzes housing relocation programs of the various City agencies; reviews and evaluates survey data and other information related to relocation and housing activities; prepares reports for the Deputy for Development and the Mayor's Housing Committee.
4. Coordinates the development of an Annual Housing Program for review by the Mayor's Housing Committee and for adoption by the Mayor.
5. Attends meetings of all public boards and commissions concerned with housing and relocation as a representative of the Mayor's Office; as directed, attends a wide variety of community meetings; develops and promotes effective working relationships with interested community and neighborhood groups.
6. Establishes and maintains liaison on behalf of the Mayor's Office with the Redevelopment Agency, the Housing Authority, the Department of Public Works, and other governmental agencies which have housing relocation requirements; provides continuing liaison between relocatees and potential relocatees and appropriate City agencies on behalf of the Mayor and Deputy for Development.
7. Prepares press releases and makes public appearances in explaining and discussing relocation activities.
8. Reports directly to the Board of Supervisors on behalf of the Mayor.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of four years of college or university with a baccalaureate degree.

Requires extensive responsible experience in urban renewal activities, including planning and program development in the housing field, or an equivalent combination of training and experience.



CLASS TITLE: SPECIAL ASSISTANT FOR HOUSING AND RELOCATION

CODE: 5108

MINIMUM QUALIFICATIONS (contd)

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: Overall housing conditions in the City and the overall aims of the urban renewal and housing programs; the Master Plan of San Francisco, existing social and economic factors relating to programs of urban renewal; the principles and techniques of social, economic and demographic analysis related to housing and relocation activities.

Requires considerable ability to: Provide effective assistance to the Deputy for Development in coordinating relocation services and housing activities in the City; analyze, review and make recommendations based on survey, hearing and investigative data; establish and maintain cooperative relations with the general public, other City departments and governmental agencies and interested community and neighborhood groups; prepare, review and present clear and concise reports; and speak effectively.

ADOPTED: May 6, 1968

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY ZONING ADMINISTRATOR

CODE: 5109

CHARACTERISTICS OF THE CLASS:

Under administrative direction, manages, plans, organizes, coordinates and supervises through subordinate supervisors the work and performance of the Implementation Division staff; oversees the development and maintenance of processing procedures and systems including record-keeping systems, application processing systems and public inquiry tracking and response systems; assists and advises in the formulation and development of comprehensive planning, implementation strategies, planning code revisions and programming; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position classification reports to the Assistant Director of Planning-Implementation (Zoning Administrator) and is responsible for the implementation and administration of operations of the Division. This position is distinguished from Planner V classification by the Division-wide management responsibilities including the supervision of Planner V's, who supervise a section of the Division.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Plans, organizes, supervises, and coordinates the work and performance of the Division through subordinate supervisors; manages staff, workspace and equipment to carry-out the work program of the Division; develops and monitors Division goals and performance; assesses and develops the Division's budgetary needs.

2. Develops and maintains efficient and effective procedures and systems for processing development applications; for the storage and retrieval of records; and for monitoring and evaluating requirements and conditions placed on approved projects; provides technical assistance.

3. Oversees the maintenance, revision and updating of the Planning Code and other codes; assures the promulgation of zoning bulletins, code interpretations, guidelines and policies.

4. Assists in the development of information systems and reference materials.

5. Coordinates with other divisions and areas of the Division to achieve policy objectives and operational efficiencies.

6. Develops and maintains staff training and development programs, including regular performance reviews and evaluations, staff rotations and job reassignments.

7. Assists in coordinating and developing effective working relations with other City departments, governmental agencies, community organizations and civic groups, professional societies and the general public to promote good relations and achieve Division's plans and policies.

8. Represents the Assistant Director of Planning-Implementation (Zoning Administrator) as appropriate.

CLASS TITLE: DEPUTY ZONING ADMINISTRATOR

CODE: 5109

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge, Abilities and Skills: Knowledge of the principles, practices, purposes, scope and techniques of city planning and zoning; planning and other code enforcement; statistical methods and techniques; principles and techniques of personnel management and supervision; budget preparation and fiscal management.

Considerable ability and skills to: Plan, organize and direct the work of subordinate staff; identify and analyze work and performance problems; develop and implement effective solutions; effectively communicate orally and in writing; interpret local, state, and Federal laws and ordinances as they pertain to city planning and zoning; coordinate the objectives of the Division with other city departments and government agencies.

ADOPTED: March 5, 1990

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SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY FOR DEVELOPMENT

CODE: 5111

CHARACTERISTICS OF THE CLASS:

Under the direction of the Mayor, advises the Mayor on all policies and programs dealing with the physical development and renewal of the City, and assists him in developing city-wide and neighborhood programs for development and renewal, and in establishing and maintaining time tables for execution of such programs; speaks for the Mayor in dealing with the many city departments, regional, state and federal agencies and private groups whose activities and programs affect development and renewal; co-ordinates existing development and renewal programs; and performs related duties as required.

Requires major responsibility for: assisting the Mayor in developing and co-ordinating policies relating to renewal and development; making regular contacts with a wide variety of public and private officials in program development and execution; and the preparation and review of related reports to assist the Mayor and responsible public and private officials in developing programs and policies in these areas.

EXAMPLES OF DUTIES:

1. Works with the Inter-Agency Committee on Urban Renewal, the Department of City Planning and other agencies in preparing for the approval of the Mayor the Annual Development and Renewal Program for San Francisco as a continuation of the Community Renewal Program.

2. Assists the Mayor in directing and supervising the execution of the Annual Development and Renewal Program.

3. Works with the aforementioned agencies in preparing the Workable Program for the Community Improvement for submission to HHFA.

4. Serves as chairman of the Inter-Agency Committee on Urban Renewal.

5. Attends meetings of all public boards and commissions concerned with planning, transportation, housing and urban renewal representing the Mayor.

6. Works with potential investors and developers to obtain their participation in and support for renewal and development.

7. Enlists citizen participation in urban renewal and development and provides continuing liaison between citizen groups and municipal government.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree.

Requires extensive responsible administrative experience covering all phases of urban renewal, city planning, housing, and program development in the housing field, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the overall aims of the urban renewal and housing programs and the master plan of the City Planning Commission; the methods and techniques of urban renewal and city planning and their relationship to established programs.

CLASS TITLE: DEPUTY FOR DEVELOPMENT  
(Continued)

CODE: 5111

Requires unusual ability to: work with management personnel in co-ordinating widely diversified interest and operations relating to urban renewal, housing and city planning programs; meet and deal with public and private officials and effectively resolve problems arising in the implementation of the programs.

AMENDED: 5/26/66



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT DIRECTOR OF PLANNING - IMPLEMENTATION(ZONING ADMINISTRATOR)

CHARACTERISTICS OF THE CLASS:

CODE: 5112

Subject to administrative approval, serves as a principal assistant to the Director of Planning in the implementation of all phases of the Master Plan and other plans, policies and programs of the Department of City Planning; performs the functions of zoning administrator for the City and County of San Francisco as provided in the Charter, including administration and enforcement of the City Planning Code; conducts hearings and renders decisions on variance applications; directs the investigation and analysis of proposals for amendments to the Planning Code; and performs related duties as required.

Requires major responsibility for: Assisting in the development of departmental policies and programs; making recommendations for the effectuation of policies; plans and programs; making certain quasi-judicial decisions which allow wide latitude for independent judgement in originating, developing, coordinating, interpreting and enforcing Planning Code policies and procedures; making continuing personal contacts involving public relations, difficult negotiations, presentation and interpretation of departmental policies, ordinances and problems.

EXAMPLES OF DUTIES:

1. Plans, organizes, supervises, reviews, correlates and coordinates the work of the Department of City Planning involving Capital Improvement Programming, Master Plan and other referrals, review of subdivisions, building permit applications, Planning Code amendments and conditional uses.

2. Reviews proposals for public or private developments in San Francisco to determine their conformity with the policies, plans and programs of the Department of City Planning.

3. Conducts public hearings and renders decisions on variance applications.

4. Assists in the formulation of departmental work program and assists in the assignment, scheduling and review of the program of work.

5. Directs and coordinates the management of broad work projects into specific work assignments; provides technical assistance to subordinate employees with regard to such assignments.

6. Coordinates and develops effective working relations with other governmental agencies, civic groups, professional societies and the general public in the effectuation of plans and policies.

7. Represents the Director of Planning before the Board of Supervisors and in meetings with other public and private individuals or groups.

8. Acts as a general advisor to the Director of Planning in the execution of policies, procedures and programs.

9. Assists in the development and advancement of subordinates through training and effective use of employee development programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree.

Requires eight years of progressively responsible experience in city or regional planning and zoning, including four years of responsible supervisory experience; or an equivalent combination of graduate training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: The principles, practices, purposes, scope and techniques of city planning, zoning and related code enforcement; legal requirements relating to municipal planning, subdividing and zoning; current trends in State and Federal planning as they affect city planning, economic and fiscal aspects of city planning; statistical methods and techniques; and the principles and techniques of personnel management and supervision.

Requires unusual ability to: Plan, organize and direct the work of subordinate employees; conduct public hearings; collect, analyze and interpret data pertaining to effectuation problems; speak effectively and write clearly and concisely; interpret local, state and federal laws and ordinances as they pertain to city planning and zoning; interpret established policies and programs of the Department of City Planning; deal courteously and effectively with the press, general public, government officials, professional and technical persons and employees; coordinate the objectives of the Department of City Planning with other city departments and government agencies.

ADOPTED: March 25, 1968

## SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT DIRECTOR OF PLANNING

CODE: 5114

### CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, serves as chief assistant to the Director of Planning; acts for the Director of Planning in his absence and represents the Department in public or official contacts; co-ordinates and supervises the work of subordinate supervisors and acts as their technical advisor on all studies and problems; advises and assists the Director in the formulation and development of the Master Plan and its implementation through the Zoning Ordinance, the Capital Improvement Program, legislative referrals, subdivision controls, the Community Program and other related planning programs; and performs related duties as required.

Requires major responsibility for: assisting in the originating, directing, developing, interpreting and co-ordinating of City Planning policies and methods; making continuing responsible contacts involving public relations, difficult negotiations, presentation and interpretation of City Planning policies, rules, regulations and problems of professional and technical nature with administrative officials, representative groups, press and the general public; assisting in directing the preparation and maintenance of records and reports affecting all administrative units of the City Planning Department staff; reviewing highly specialized and technical records and drawing conclusions upon which administrative decisions may be based.

### EXAMPLES OF DUTIES:

1. Assists the Director in the co-ordination and direction of the activities of the Department of City Planning; assists in supervising the development and implementation of all sections of the Master Plan.
2. Assists in the formulation of work programs and assists in the assignment, scheduling and review of the program of work.
3. Assists the Director in reviewing and making recommendations on all zoning matters heard by the City Planning Commission.
4. Prepares special complex and detailed reports to and for the Director on general policy and on specific planning issues.
5. Co-ordinates and develops effective work relations with other government agencies, civic groups, professional societies and the general public for the implementation of city Planning programs; represents the Director of Planning, the Department of City Planning, and the City Planning Commission before civic and governmental agencies in explaining City Planning Department policies and programs.
6. Co-ordinates and acts as technical advisor on all studies and problems referred to the Department and makes recommendations to the Director.
7. Assists in the development and advancement of subordinates through training and effective use of employee development programs.
8. Serves as the Director's deputy on special committees including those established by ordinance.

### MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree.

CLASS TITLE: ASSISTANT DIRECTOR OF PLANNING  
(Continued)

CODE: 5114

Requires ten years of progressively responsible professional city or regional planning experience performing all technical phases of city planning, including at least four years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: the principles, practices, purposes, scope and techniques of various phases of city planning; statistical and research methods and sources of data relating to city and metropolitan growth; subdivision, land use, zoning and legal descriptions; federal, state and local laws as they relate to city planning.

Requires unusual ability to: plan, organize, supervise and review the work of subordinate employees; design, analyze, write and edit research studies, surveys, final reports and plans; speak and write effectively; deal tactfully and effectively with the press, general public, governmental officials and professional and technical personnel and employees; co-ordinate the activities of the Department of City Planning with those of other city departments and governmental agencies.

PROMOTIVE LINES:

To: Next higher rank exempt from examination process by Charter.

From: Chief Planner  
Zoning Administrator

AMENDED: 8/26/65

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY DIRECTOR OF PLANNING

CODE: 5115

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, acts as the Deputy Director of the Department of City Planning with line responsibility under the Director for the overall administration of the department; assists in the development, execution and coordination of departmental policies; methods and procedures as mandated by the City Charter and the Administrative Code; advises and assists the Director of Planning Code, the capital improvement program, legislative referral, subdivision control, environmental quality provisions of the Administrative Code, urban renewal, the community development program and other related planning programs; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position class has line responsibility under the Director of Planning for all activities in the Department of City Planning including the program coordination and direction of all operations of the department.. The incumbent in this position has full authority to act for the Director of Planning in his absence. The Deputy Director of Planning has primary responsibility for the administration and management of the department, including personnel and accounting activities, production and performance control and budget preparation.

EXAMPLES OF DUTIES:

1. Serves as Deputy Director of the Department of City Planning; acts as a general adviser to the Director of City Planning.
2. Assists the Director of Planning in the coordination and direction of all operational activities of the Department of City Planning.
3. Directs and reviews activities of the major divisions of Plans and Programs and Implementation (Zoning Administration) in the Department of City Planning.
4. Assists in the formulation of departmental work programs and assists in the assignment, scheduling and review of the program of work; assists the Director of Planning in work production control.
5. Directs and administers the personnel operation, clerical, graphics and other support operations of the department, including maintenance of the departmental library and files.
6. Prepares and administers a departmental budget; supervises the preparation of cost accounting reports; prepares and supervises the preparation of contracts for outside professional services.
7. Maintains liaison with other governmental agencies, civic groups, professional societies and the general public to obtain financial and other support for the development and implementation of City Planning programs.
8. Assumes primary responsibility in the development and advancement of subordinates through training and effective use of employee development programs.
9. Acts for the Director of Planning in his absence and represents the department in public or official contact at such times.



## MINIMUM QUALIFICATIONS:

Training and Experience: Requires a Masters degree in city planning or a closely related field; a graduate degree in public administration or business administration with an emphasis on city planning may be substituted.

Requires eight years of progressively responsible experience in planning, administration and management including at least four years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the principles, practices, purposes, scope and techniques of various phases of city planning; zoning and related code enforcement; techniques applying to land use controls and other means of plans or programs effectuation; urban design principles; statistical and research methods and sources of data related to city and metropolitan growth; federal, state and local laws as they relate to planning and the administrative procedures involved in cost accounting. Requires good knowledge of: modern personnel administration; principles, practices, methods and techniques of budgeting, organizing, administration, training and management.

Requires unusual ability to: plan, lay out, direct, supervise, and coordinate the work of subordinate employees; design, analyze, write and edit research studies, conduct surveys and prepare final reports and plans; deal tactfully and effectively with the press, general public, governmental officials and professional and technical personnel of other agencies; work with populations of diverse cultural, ethnic and racial compositions; coordinate the operational activities of the Department of City Planning with those of other city departments and governmental agencies.

Requires skill in: leadership and interpersonal relationships; writing and speaking clearly and persuasively in both formal and informal settings.

NEW CLASS

ADOPTED: 4-17-78



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR OF PLANNING

CODE: 5116

CHARACTERISTICS OF THE CLASS:

Subject to the policy determination of the city planning commission, serves as administrative head of the department of city planning; supervises and coordinates the development of the master plan and implements the master plan through the administration of the comprehensive zoning ordinance, the capital improvement program, legislative referral, subdivision control, urban renewal and other related planning programs; and performs related duties as required.

Requires major responsibility for: initiating, developing, presenting and implementing all elements of the land use, transportation, and public facilities sections of the master plan; coordinating, approving and executing policy methods and procedures related to city planning activities, programs and projects; making continuing personal contacts involving public relations, difficult negotiations, presentation and interpretation of city planning policies, rules and regulations and problems of a professional and technical nature with persons of all rank, administrative officials, representative groups, press and the public in general; directing the preparation, approval, review and maintenance of complex and specialized planning records and reports; and drawing conclusions upon which administrative decisions are based.

EXAMPLES OF DUTIES:

1. Coordinates and directs the activities of the department of city planning; supervises the development and implementation of all sections of the master plan and cooperates with other affected departments or agencies in such development and implementation; formulates work programs, assigns, schedules, and reviews the program of work; prepares and administers departmental budget and directs the maintenance of necessary records and reports.

2. Directs the development of a long range and comprehensive city planning program which includes research, analysis, design, writing and editing of reports culminating in a total city plan; acts as technical advisor to the city planning commission, appears before the board of supervisors, mayor, planning commission, other city departments, public agencies and civic organizations to discuss specific city planning policies and programs.

3. Reviews and makes recommendations on all zoning matters heard by the city planning commission.

4. Recommends the designation of redevelopment areas, rehabilitation areas, and conservations areas.

5. Reviews the capital improvement projects of all city departments as to their master plan conformity and recommends a program of capital improvements; reviews and reports as to master plan conformity all legislative referrals regarding any land sale, land acquisition, changes in use of any public way transportation route, ground, open space, buildings or structures.

6. Reviews and makes recommendations on plans for public housing projects and private subdivisions.

7. Directs the preparation of agenda for regular and special city planning commission meetings and reports; explains, advises and recommends action on all calendar and policy matters before the commission.

8. Represents the department and city planning commission on inter-departmental committees on transportation, urban renewal and special projects; serves on housing appeals board and budget priority committee, as required by ordinance.

9. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree.

Requires at least twelve years of progressively responsible professional city or regional planning experience, including six years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: the principles, practices, purposes, scope and techniques of various phases of city planning; statistical and research methods and sources of data relating to city and metropolitan growth; land uses and zoning and federal, state and local laws as they relate to city planning.

Requires unusual ability to: plan, organize, direct and review work of subordinate employees; design, analyze, write and edit research studies and surveys; speak and write effectively; deal tactfully and effectively with the press, general public, government officials, and professional and technical persons and employees; coordinate the activities of the department of city planning with those of other city departments and governmental agencies.

PROMOTIVE LINES:

No normal lines of promotion - position exempt from examination.

CLASS TITLE: ARCHITECTURAL ADMINISTRATOR

CODE: 5120

Under general direction, performs a variety of responsible administrative and technical duties in connection with architectural contract administration; and performs related duties as required.

**DISTINGUISHING FEATURES:**

Positions in class 5120 Architectural Administrator are distinguished from other classes in the architectural series in that this class has major responsibility for contract administration. The specialized nature of the duties of this class require incumbents to have expertise in all phases of architectural work. The promotional line of this class is similar to class 5266 Architectural Associate II.

**EXAMPLE OF DUTIES:**

1. Reviews and analyzes all incoming correspondence relative to the various architectural projects under construction by consulting with departmental personnel responsible for the various projects.
2. Prepares replies to technical and general questions requested in such correspondence; prepares technical correspondence relative to contract modifications, analyzes changes for determining scope and validity of extra work costs and credit; prepares and supervises the preparation and handling of related forms and documents.
3. Tabulates cost data for construction contracts when changes are approved and advises those concerned of balances of various funds affecting such contracts.
4. Prepares a wide range of correspondence and reports relative to outside inquiries regarding various architectural projects and programs; compiles and tabulates technical data and information relative to the preparation of periodical reports to public and private agencies and officials.
5. Composes instructions for the guidance of consulting architects, engineers, inspectors, contractors and others relative to current policies and procedures.
6. Makes field inspections of projects under construction to insure changes in the work conform to authorized modifications of contract.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Requires completion of a college or university with a baccalaureate degree, with major course work in architecture.

Requires six years of progressively responsible experience in architectural design including structural analysis, cost analysis, specification preparation and inspection of construction projects, including two years of responsible supervisory experience or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: architectural theory, practice and procedures; construction methods and materials and their application to architectural and design phases of construction projects; municipal architectural policies programs and procedures; contract procedures, laws, and ordinances, applicable to construction projects.

CLASS TITLE: ARCHITECTURAL ADMINISTRATOR

CODE: 5120

Knowledge, Abilities and Skills: continued

Requires considerable ability to: initiate and prepare technical correspondence; analyze technical reports to enable preparation of clear and concise answers to such correspondence.

NOTE: Requires current eligibility to participate in the Stage 2, Professional Examination as administered by the State of California State Board of Architectural Examiners.

PROMOTIVE LINES:

TO: Architect

FROM: Architectural Associate I

AMENDED: 1/5/76

CLASS TITLE: ASSISTANT CITY ARCHITECT

CODE: 5122

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, assists in directing all activities and operations of the bureau of architecture; performs difficult and responsible administrative and technical architectural work in connection therewith; and performs related duties as required.

Requires major responsibility for developing, coordinating and interpreting architectural techniques and methods for major building construction and maintenance projects; maintaining continuous contacts with departmental representatives and professional representatives of outside organizations and agencies in connection with architectural phases of major construction projects; independent responsibility for supervising the preparation of important, detailed technical data and reports in connection with architectural matters.

EXAMPLES OF DUTIES:

1. Prepares and supervises the preparation of architectural design and related specifications in connection with construction or reconstruction of new and existing city buildings and structures.

2. Supervises and advises on a wide variety of construction and reconstruction projects; assists in planning and coordinating construction schedules.

3. Prepares and supervises the preparation of cost estimates and progress reports; confers with departmental officials, contractors and other interested parties on building design, construction and maintenance matters.

4. Directs the coordination of architectural designing phases of projects with mechanical, electrical and structural portions of such projects.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in architecture.

Requires eight years of progressively responsible architectural experience, including four years of responsible supervisory experience: or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: architectural theory, practices and procedures; architectural design, site development and graphic arts; the laws, ordinances, codes and regulations applicable to building construction projects.

Requires considerable ability to: plan, organize and direct the work of professional and sub-professional personnel; prepare clear and concise professional and technical evaluations and reports.

Requires unusual ability to exercise sound professional judgment on architectural and engineering matters.

Requires considerable skill in the application of architectural theory to practical architectural problems.

CLASS TITLE: ASSISTANT CITY ARCHITECT (continued)

CODE: 5122

License: Requires registration as a licensed architect  
in the State of California

PROMOTIVE LINES:

To: City architect

From: Senior architect



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: BUREAU MANAGER, DEPARTMENT OF PUBLIC WORKS

CODE: 5124

CHARACTERISTICS OF THE CLASS:

Under general administrative direction of a Deputy Director of Public Works, plans, organizes, manages and directs all activities of a bureau in an essential area of the Department of Public Works, such as engineering planning and design or architectural planning and design; develops bureau budget and monitors revenues and expenditures; establishes goals and priorities and develops internal policies; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class are responsible for directing all departmental bureau activities and operations such as those provided by the Bureau of Engineering or the Bureau of Architecture. The position managing the Bureau of Architecture shall be known as the City Architect. Incumbents in this class serve as Bureau Managers within the Department of Public Works and report to a Deputy Director.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Manages all activities of a bureau of the Department of Public Works such as the Bureau of Engineering or the Bureau of Architecture; develops administrative and operational objectives for the bureau.
2. Develops bureau budget and identifies budget priorities; monitors budget revenues and expenditures; takes corrective action to avoid budget shortfalls.
3. Determines bureau staffing requirements and develops staffing plan; develops and initiates internal personnel policies and guidelines; monitors staff performance and recommends performance recognition awards or disciplinary action when appropriate; consults with departmental personnel staff on various personnel administration matters.
4. Establishes goals and priorities for career training and development of bureau management, professional, technical and clerical staff.
5. In the Bureau of Engineering, provides oversight of project coordination of engineering activities with the Bureau of Architecture and the Bureau of Construction Management; in the Bureau of Architecture, provides oversight of project coordination of architectural activities with the Bureau of Engineering and the Bureau of Construction Management.
6. In the Bureau of Engineering, administers all engineering planning and design activities for numerous Public Works projects; monitors engineering design development and construction analysis; reviews and approves all design documents, plans and specifications, and consultant drawings.
7. In the Bureau of Architecture, administers all architectural planning and design activities for numerous Public Works projects; assigns, schedules and directs architectural design development and construction analysis; reviews and approves design and construction documents including architectural plans and specifications, contracts, contract modifications and change orders, and payment and completion documents for all architectural work in progress; confers with consultants, contractors, departmental representatives and officials of various agencies.

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## QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

General Knowledge, Abilities and Skills: Thorough knowledge of: modern management and administration methods; basic personnel administration concepts; City organization and operations. The position managing the Bureau of Engineering requires a comprehensive knowledge of: the principles of Engineering; and modern engineering design and construction methods and procedures. The position managing the Bureau of Architecture requires a comprehensive knowledge of: architectural design, theory, practices and procedures; and modern construction materials, equipment and methods.

Considerable skill and ability to: plan, coordinate, direct and evaluate the work of subordinates; work independently to solve difficult and politically sensitive problems; recommend appropriate solutions; deal with the public and elected officials on controversial subjects effectively and courteously; communicate effectively and persuasively orally and in writing.

Licenses: For the position managing the Bureau of Engineering:  
1. Valid California License as a Registered Engineer.  
2. Valid California Driver's License.

For the position managing the Bureau of Architecture:  
1. License to practice architecture in California.  
2. Valid California Driver's License.

RETITLE AND AMEND: 1-4-93

#4342c

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*City and County of San Francisco*  
*Department of Human Resources*

**5125 BUREAU MANAGER**

**Definition:** Under general administrative direction, plans, organizes, manages, and directs all activities of a bureau in a large and/or complex City department; develops bureau budget and monitors revenues and expenditures; establishes goals and priorities and develops and implements internal policies; represents the bureau when required; and performs related duties as required.

**Distinguishing Features:** Positions in this class are responsible for directing all departmental bureau activities and operations. Incumbents in this class serve as Bureau Managers in areas such as engineering or architectural planning and design, environmental regulation and management, construction management services, or water quality programs.

Positions in class 5125 Bureau Manager are distinguished from positions in other management-level positions by the broader range of responsibility for the bureau's activities and operations. Incumbents in this class report to a deputy director or director of a department.

**Supervision Exercised:** The Bureau Manager exercises administrative direction over all employees in a bureau of a large and or/complex department.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class(es) and are not intended to be an inclusive list.

1. Manages all activities of a bureau in a large department; develops administrative and operational objectives for the bureau; confers with regulatory agencies.
2. Develops the bureau budget and identifies budget priorities; monitors budget revenues and expenditures; takes corrective action to avoid budget overexpenditures.
3. Determines bureau staffing requirements and develops staffing plan; monitors staff disciplinary action when appropriate; consults with departmental personnel staff on various personnel administration matters.
4. Establishes goals and priorities for career training and development of bureau staff.
5. Maintains good relations with other departmental personnel, other agencies, and boards and commissions; represents bureau before various public bodies and the general public; may represent the deputy director or director of the department.
6. Directs the preparation of periodic financial, administrative, and technical operating reports; oversees the maintenance of bureau records.

**Job-related and Essential Qualifications:**

**Knowledge of:** Modern management, administrative, and budgetary methods; comprehensive specific technical knowledge of the major functions of the particular

bureau including local, state, and federal regulations concerning the operations of the bureau.

**Ability to:** Plan, coordinate, direct, and evaluate the work of subordinates; work independently to solve difficult and politically sensitive problems; recommend appropriate solutions; deal with the public, elected officials and others on controversial subjects effectively and courteously; communicate effectively and persuasively both orally and in writing.

**Experience and Training Guidelines:**

**Experience:** Five years of managerial/administrative experience.

**Education:** Possession of a bachelor's degree from an accredited college or university in a field related to the specific position.

**License:** Valid driver license. Valid California license as a registered engineer or architect for relevant bureaus.

**Effective:** 5/21/99

SAN FRANCISCO CIVIL SERVICE COMMISSION

(RETITLES AND AMENDS)

CLASS TITLE: WASTE WATER PUMPING STATIONS SUPERINTENDENT

CODE: 5128

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for supervising the operation and maintenance of all waste water pumping stations; directs activities related to the prevention of the by-passing of sewage to beaches and shore waters; and performs related duties as required.

Requires responsibility for interpreting, coordinating and enforcing maintenance and operation activities of waste water pumping stations; assisting in the development and implementation of new procedures and methods; achieving economies through proper plant maintenance and operational planning; making regular contacts with other City departments, Public Utilities, and other outside agencies relative to the technical maintenance and operating problems of waste water pumping station activities; preparing and reviewing financial and operating reports and records.

EXAMPLES OF DUTIES:

1. Plans, assigns and supervises the work of subordinate employees engaged in the operation and maintenance of all waste water pumping stations.
2. Makes repeated checks of stations to assure operation and maintenance schedules are maintained; arranges for work crews to repair malfunctions in pumping system; contacts other City departments and Public Utilities for assistance in relieving malfunctions, when such assistance is necessary.
3. Assists in the preparation of plans and specifications for construction or modification of pumping stations and equipment; coordinates changes and alterations with superiors and other City departments; collaborates with departments on technical engineering, maintenance and related matters.
4. Personally tests and checks station controls and equipment to determine operating and maintenance requirements; plans, lays out and supervises conversion or alteration of station controls and equipment.
5. Prepares waste water pumping stations budget; plant operating and maintenance reports; personnel, supply and equipment requisitions; and related correspondence and reports.
6. Coordinates pumping station activities along with changes and alterations with other units of the bureau, other City and County departments, and private industries as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in electrical or mechanical engineering.

Requires four years of progressively responsible engineering experience in the maintenance, operating and repair of electrical and mechanical plants, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: The City sewage system and the laws and regulations applying to its operation; mechanical and electrical engineering principles as applied to the operation and maintenance of pumping stations and equipment.

Requires considerable ability in: Evaluating and taking immediate action in unusual and emergency operative situations; planning, assigning and supervising the



CLASS TITLE: WASTE WATER PUMPING STATIONS SUPERINTENDENT

CODE: 5128

MINIMUM QUALIFICATIONS: (contd)

work of subordinate operating employees; performing responsible technical and administrative duties involving pumping stations efficiency; preparing and supervising the preparation of financial and operating records and reports.

Requires considerable skill in the application of modern engineering techniques and methods to pumping stations operating and maintenance problems.

PROMOTIVE LINES:

To : 5134 Superintendent, Sewage Treatment Plant

From: 5236 Assistant Electrical Engineer  
5252 Mechanical Engineer

AMENDED: 3/24/69



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SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SEWAGE TREATMENT PLANT SUPERINTENDENT

011 1990  
CODE: 5130

CHARACTERISTICS OF THE CLASS:

Under general supervision is responsible for directing the maintenance, repair and operational activities of multifaceted sewage treatment facilities; performs responsible technical and administrative work in connection therewith; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class are responsible for the day to day operation of municipal water treatment control facilities as they relate to sewage collection, storage, pumping, transport, treatment and disposal systems. Employees in this class are expected to make prompt decisions concerning process changes, operational modifications and changes in storm and sanitary flow conditions.

EXAMPLES OF DUTIES:

1. Continuously reviews sewage system maintenance and operations, both physically and through evaluation of operating and laboratory reports, in order to evaluate facilities performance and to determine the need for changes in methods or processes.
2. As assigned, plans and supervises special research projects and studies; reviews results of such projects and studies and their application to system operations.
3. Initiates system conversion and alteration proposals and reviews related engineering plans and specifications; initiates payment requests for chemicals, parts and materials for operation; controls inventories of such items as required.
4. May participate in the preparation of system budgets and in the maintenance of records and preparation of operational reports.
5. Attends meetings with other water pollution control personnel to coordinate facilities operations and maintenance with various construction projects; may appear before various public bodies to provide information about sewage treatment operations; meets with federal and state officials as necessary.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in mechanical, chemical or sanitary engineering.

Requires six years of progressively responsible engineering experience related to the operation, maintenance and repair of large mechanical plants or similar installations, including three years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough knowledge of: the bacteriological and chemical treatment of sewage and its effect on plant machinery and equipment; the entire sewer system and the legal requirements for its proper operation; good knowledge of modern administrative techniques and methods.

CLASS TITLE: SEWAGE TREATMENT PLANT SUPERINTENDENT

CODE: 5130

MINIMUM QUALIFICATIONS: (Cont.)

Requires ability to: analyze technical sewage system operating problems and to determine proper remedial action; plan, assign and supervise the activities of subordinate personnel; deal effectively and courteously with other city departments, outside agencies and the general public.

Requires skill in the application of engineering principles and practices to plant operation and maintenance problems.

Licenses: Possession of a current valid California driver's license.

Possession of appropriate grade level certificate issued by California Water Resources Control Board as follows:

<u>Location</u>	<u>Fully Qualified Operator</u>	<u>Operator in Training</u>
Richmond-Sunset	Grade V	Operator in Training
Northpoint	Grade V	
Southeast Storm Flow Plant	Grade V	
S.F. Int'l. Airport	Grade IV	

AMENDED: 2-7-77; 4-21-80

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: BUREAU CHIEF, DEPARTMENT OF PUBLIC WORKS

CODE: 5131

CHARACTERISTICS OF THE CLASS:

Under general administrative direction of a Deputy Director of Public Works, plans, organizes, manages and directs all activities of a bureau in an essential area of the Department of Public Works, such as environmental regulation and management or construction management services; develops bureau budget and monitors revenues and expenditures; establishes goals and priorities and develops internal policies; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class are responsible for directing all departmental bureau activities and operations such as those provided by the Bureau of Environmental Regulation and Management or the Bureau of Construction Management. Incumbents in this class serve as Bureau Chiefs within the Department of Public Works and report to a Deputy Director.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Manages all activities of a bureau of the Department of Public Works; develops administrative and operational objectives for the bureau.
2. Develops bureau budget and identifies budget priorities; monitors budget revenues and expenditures; takes corrective action to avoid budget shortfalls.
3. Determines bureau staffing requirements and develops staffing plan; develops and initiates internal personnel policies and guidelines; monitors staff performance and recommends performance recognition awards or disciplinary action when appropriate; consults with departmental personnel staff on various personnel administration matters.
4. Establishes goals and priorities for career training and development of bureau management, professional, technical and clerical staff.
5. In the Bureau of Environmental Regulation and Management, implements all industrial waste pretreatment regulations for the department and recommends regulatory changes when required; manages the Residential Users Appeals process which establishes sewer service rates for homeowners; directs teams reviewing and negotiating sewage treatment contracts with neighboring sanitary districts and dischargers; and provides administrative oversight of the Office of Environmental Health and Safety.
6. In the Bureau of Construction Management, administers all construction management and inspection activities for numerous public works construction projects; monitors design development and construction analysis; reviews and approves all construction documents including contracts, modifications, change orders, payments and completion documents; provides oversight of the inspection, assessment and remediation of environmental hazards at construction sites including contaminated soils and groundwater and lead and asbestos hazards.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

## QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Thorough knowledge of: engineering principles; modern management and administration methods; basic personnel administration concepts; City organization and operations. The position managing the Bureau of Environmental Regulation and Management requires a comprehensive knowledge of: local, state and federal environmental regulations governing industrial waste discharge and transport; and modern waste treatment methods. The position managing the Bureau of Construction Management requires a comprehensive knowledge of: modern construction methods and inspection techniques and construction contract practices and procedures.

Considerable skill and ability to: plan, coordinate, direct and evaluate the work of subordinates; work independently to solve difficult and politically sensitive problems; recommend appropriate solutions; deal with the public and elected officials on controversial subjects effectively and courteously; communicate effectively and persuasively both orally and in writing.

- Licenses:
1. Valid California License as a Registered Engineer.
  2. Valid California Driver's License.

ADOPTED: October 5, 1992

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DEC 23 1987

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## SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: MANAGER, BUREAU OF WATER POLLUTION CONTROL

CODE: 5132

## CHARACTERISTICS OF THE CLASS:

Under general administrative direction, is responsible for directing all sewer construction, repair, sewage treatment facilities and pumping station maintenance and operations; is responsible for industrial waste source control activities, sewer service charge rate setting functions; negotiates with state and federal agencies on a wide variety of water pollution control matters; confers with outside agencies utilizing the sewage system of the city and county; and performs related duties as required.

## DISTINGUISHING FEATURES:

This one position class is in charge of the Bureau of Water Pollution Control, Department of Public Works. The employee in this class has primary responsibility for all of the bureau's operations and functions. The incumbent may also act for the Deputy Director of Public Works for Operations in his absence.

## EXAMPLES OF DUTIES:

1. Plans, organizes and directs the functions and operations of the Bureau of Water Pollution Control; negotiates with other agencies concerning the utilization of the city and county sewage treatment system.
2. Through subordinate personnel controls the operation and maintenance of all sewage treatment facilities and related systems; assists in the planning and development of changes and modifications to the Water Pollution Control System of the city and county; directs the investigation of damage claims; supervises and participates in the preparation of budgetary requests and subsequent fiscal controls.
3. Confers and corresponds with a variety of State and Federal agencies, business and industrial organizations and various public groups relative to water pollution control operations.
4. Directs the activities of the Industrial Waste Division including Source Control Programs, User Charge Programs, Appeals Board and related activities; directs the bureau's repair, cleaning and servicing of the sewage collection system; administers the Side Sewer Program and funding sources.
5. Directs the preparation of periodic financial, administrative and technical operating reports and the preparation of annual budget estimates and correspondence including the annual sewer service charge ordinance.
6. Develops, plans and coordinates training programs for new personnel; monitors the effectiveness of training programs; appears before various public bodies to give information on water pollution control operations.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in one of the common engineering fields, including training in sanitary engineering.

Requires ten years of progressively responsible experience in the construction, maintenance, repair and operation of sewer systems, including five years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.



CLASS TITLE: MANAGER, BUREAU OF WATER POLLUTION CONTROL

CODE: 5132

MINIMUM QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: sewage treatment facilities, municipal sewer system construction, maintenance and operation problems, modern engineering techniques and methods, particularly as applied to sewage systems; modern management and administrative methods; laws and regulations related to sewage collection and treatment.

Requires considerable ability to: plan, organize and direct the activities of a large maintenance, repair and sewage treatment facilities operation; deal effectively and courteously with all levels of public and private officials.

Requires considerable skill in the application of engineering and management methods and techniques to sewer system construction, maintenance and operation problems.

- Licenses:
1. Possession of a current, valid, driver's license issued by the State of California, Dept. of Motor Vehicles.
  2. Possession of a Grade V level certificate issued by the California Water Resources Control Board.

AMENDED: 2-7-77

AMENDED AND RETITLED: 4-21-80



JUN 11 1999

SAN FRANCISCO  
PUBLIC LIBRARYCITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**5133 Program Manager I I****DEFINITION:**

Under general direction, is responsible for directing administrative, operational or maintenance activities or technical programs of a Department, Operating Division or Bureau.

**DISTINGUISHING FEATURES:**

Positions in this class report directly to the Department, Operating Division or Bureau Manager. Incumbents in this class serve as a Program Manager II in areas such as clean water, water quality, water supply and treatment, water and power resources, engineering, architectural planning and design, environmental regulation and management and construction management services. This position has major responsibility for all administrative, operations and/or maintenance functions or technical areas, which interrelate with most major areas of a large or complex program area within a Department, Operating Division or Bureau.

**SUPERVISION EXERCISED:**

The Program Manager II exercises direction over functional or technical areas of a complex program area within a Department, Operating Division or Bureau.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

*"This class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 9)*

1. Assists in the management activities of a Department, Operating Division or Bureau; implements administrative and operational objectives or manages technical projects; supervises laboratory, resource planning, environmental, water treatment and/or supply, wastewater treatment and/or collection, engineering or design divisions; also serves as liaison in obtaining support from other agencies, bureaus and departments.
2. Assists in the development of budget and assists in identifying budget priorities; oversees the monitoring of budget revenues and expenditures; recommends corrective action to avoid budget shortfalls.
3. Advises regarding the needs of staffing requirements and develops staffing plan; monitors the unit for adherence to performance standards as well as managing to optimize the performance of the Department, Operating Division or Bureau; monitors staff; consults with departmental personnel staff on various personnel administrative matters.
4. Confers and/or negotiates with regulatory agencies, other jurisdictions and agencies, labor organizations as well as other Bureaus, operating divisions and departments; represents the Department, Operating Division or Bureau at meetings, Boards, Commissions and/or professional conferences.
5. Directs strategic planning for the Department, Operating Division or Bureau; prepares operating reports, laboratory and research projects, contract oversight.

6. Ensures operating divisions are prepared for emergencies; schedules training and emergency shutdowns as needed.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Knowledge of: modern management, administrative and budgetary methods; comprehensive specific technical knowledge of the major functions of the particular department or Bureau including local, state, and federal regulations concerning the operations of the Department, Operating Division or Bureau.

Ability to: plan, coordinate, direct and evaluate the work of subordinates; independently solve difficult and politically sensitive problems; confer and negotiate with regulatory agencies, other jurisdictions, departments and labor unions; communicate effectively and persuasively both orally and in writing.

#### **Experience and Training Guidelines:**

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

**Experience:** At least four years of managerial/administrative experience.

**Training:** Completion of a four-year college or university with a baccalaureate degree.

**Licenses:** Valid California License as a Registered Engineer  
Grade V Treatment Plant certificate or Wastewater Treatment Operator  
certificate issued by the State of California

**EFFECTIVE DATE: 6/1/99**

DOCUMENTS SHEET  
100-1-100  
CLASS TITLE  
CLASSIFICATION

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY MANAGER, BUREAU OF WATER POLLUTION CONTROL

CODE: 5134

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for directing administrative, operational and maintenance activities of all sewage treatment facilities including pumping stations and related structures; directs related laboratory activities; and performs related duties as required.

DISTINGUISHING FEATURES:

This one position class reports directly to the Manager, Bureau of Water Pollution Control and is considered second in the bureau's command structure. The employee in this position has major responsibility for all operations and maintenance functions of the city's sewage treatment system and related laboratory facilities.

EXAMPLES OF DUTIES:

1. Directs the conduct of technical investigations and discussions in connection with the operation, maintenance and improvement programs of treatment plant processes and facilities.
2. Coordinates physical sewage system changes and alterations with superiors and other city departments; collaborates with such departments on technical engineering, maintenance, chemical processes and related matters.
3. Coordinates changes in sewage system operations during emergency conditions affecting sewage flow and treatment.
4. Directs the preparation of operating budgets, records and reports.
5. Serves as technical advisor to other city departments on sewage treatment problems; as assigned, assists in managerial and administrative direction of the various functions of the Bureau of Water Pollution Control; acts for the Bureau Manager in his absence.
6. Meets with representatives of various state and federal agencies concerning water quality control problems; explains sewage treatment facilities operations and methods to various public groups; prepares related reports as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in mechanical, chemical or sanitary engineering.

Requires eight years of progressively responsible engineering experience in connection with the operation, maintenance and repair of a large sewage treatment facility or similar installation, including five years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the entire sewage collection and treatment system and the mechanical and chemical treatment of sewage; modern engineering techniques and methods applicable to sewage treatment and related facilities; modern management methods; laws pertaining to the collection and treatment of sewage.

CLASS TITLE: DEPUTY MANAGER, BUREAU OF WATER POLLUTION CONTROL

CODE: 5134

MINIMUM QUALIFICATIONS: (Cont.)

Requires considerable ability to: plan, direct and coordinate the activities of various sewage treatment facilities and personnel; deal effectively and courteously with departmental officials, representatives of regulatory agencies and the general public.

Requires considerable skill in the application of engineering techniques and methods to technical plant operations and processing problems.

- Licenses:
1. Possession of a current, valid driver's license issued by the State of California, Dept. of Motor Vehicles.
  2. Possession of a Grade V level certificate issued by the California Water Resources Control Board.

AMENDED: 2-7-77

AMENDED AND RETITLED: 4-21-80

CHARACTERISTICS OF THE CLASS:

Under general direction, directs the field operations of the maintenance and repair of all city streets, sidewalks, curbs and gutters, or gravity sewers, catch basins and appurtenant structures of the city sewer system; oversees the availability and assignment of resources and equipment to undertake the reconstruction, maintenance and repair activities of the Street Repair Program and the Sewer Repair Program.

DISTINGUISHING FEATURES:

This class is responsible for field operations in the Street Repair or Sewer Repair Program within the Bureau of Street and Sewer Repair. The incumbents in this class report to class 5136 Superintendent of Street and Sewer Repair and exercise supervision over the labor and trade supervisory classes for the Street Repair or Sewer Repair Program within the Bureau.

EXAMPLES OF DUTIES:

Class specifications shall be descriptive of the class and shall not be considered a restriction on the assignment of duties not specifically listed. (Civil Service Rule 7)

1. Plans, directs, and coordinates the maintenance and repair activities for either the Street Repair or Sewer Repair Program; interprets and executes the policies from general instructions of superiors.
2. Prepares and supervises the preparation of necessary records of maintenance and repair activities.
3. Makes cost estimates of repair and installation activity for customers.
4. Conducts numerous field inspections of all work in progress to ensure conformity to accepted construction and work practices.
5. Implements the departmental and bureau personnel policies at the field level.
6. In the Sewer Repair Program, coordinates sewer maintenance and repair activities with public utilities and city departments having underground installations.
7. In the Street Repair Program, investigates complaints and requests from the public and other agencies, designates appropriate action necessary to subordinate personnel, confers with city officials and other agency representatives regarding street maintenance, repair and improvements.

QUALIFICATIONS:

The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply. (Civil Service Rule 9)

Knowledge, Abilities and Skills: A comprehensive knowledge of street and sewer maintenance and repair procedures, and the operating environment of a large municipal street and sewer system.





CLASS TITLE: ASSISTANT SUPERINTENDENT OF STREET  
AND SEWER REPAIR

CODE: 5135

QUALIFICATIONS: (Cont.)

Ability to accurately assess the budgetary needs of the field operations; analyze and guide field operations productivity; measure field performance with available management tools.

Skills in planning, assigning, and directing the work of subordinate employees; documenting employee demeanor; implementing employee development; dealing effectively and courteously with the public.

License: Possession of valid California Driver's License.

ADOPTED: 12-16-85

0079b



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SUPERINTENDENT OF STREET AND SEWER REPAIR

CODE: 5136

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, is responsible for the maintenance and repair of all city streets, sidewalks, curbs, gutters, gravity sewers and appurtenant structures; directs the maintenance and operations of all city movable bridges, tunnels, underpasses, and over-crossings; develops and implements departmental policies, methods and procedures relative to the reconstruction, maintenance and repair activities of the Street Repair Program, Sewer Repair Program, and Bridges and Tunnels Program.

DISTINGUISHING FEATURES:

This one position class directs the Bureau of Street and Sewer Repair and exercises supervision over all employees in the Bureau. The incumbent in this class reports to the Deputy Director of Public Works for Operations.

EXAMPLES OF DUTIES:

Class specifications shall be descriptive of the class and shall not be considered a restriction on the assignment of duties not specifically listed. (Civil Service Rule 7)

1. Plans and directs all operations in connection with the maintenance and repair of streets, sewers, bridges, tunnels and the municipal asphalt plant.
2. Directs the preparation of annual budget estimates; reviews expenditures, approves modifications; reviews and sets policies for materials procurement, contract specifications and equipment requests.
3. Supervises the application of standard personnel procedures, including selection, disciplinary proceedings, and employee development.
4. Represents the bureau and its affairs to superiors, government officials, business and industrial organizations and the general public, including expert witness representation in legal affairs.
5. Makes periodic field inspections to ensure conformity to accepted construction and work procedures.
6. Coordinates with other agencies and utilities in emergencies.

QUALIFICATIONS:

The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply. (Civil Service Rule 9)

Knowledge, Skills, and Abilities: A thorough knowledge of street and sewer maintenance and repair procedures; staff requirements and material, equipment and safety needs for a large construction organization; the operating environment of a large municipal street and sewer system; the laws, ordinances, and regulations applicable to street systems and sewer systems.

Ability to direct budget development, create purchasing mechanisms such as contracts; perform audits on spending procedures as well as field productivity; plan, organize and maintain public records; deal effectively and courteously with all levels of the public and private sector.

License: Possession of valid California Driver's License.

ADOPTED: 12-16-85

#0080b



SAN FRANCISCO CIVIL SERVICE COMMISSION

DOCUMENTS DEPT.

CLASS TITLE: MAINTENANCE ENGINEERING MANAGER,  
HETCH HETCHY PROJECT

JUN 6 1983

CODE: 5137

CHARACTERISTICS OF THE CLASS:

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Under general administrative direction, organizes, coordinates and analyzes requirements related to efficient and effective hydroelectric power plant equipment maintenance designed to minimize the rate of disruptions in electrical service and to guarantee timely delivery of power in compliance with contractual obligations; develops plans for and reviews overall long-range preventative maintenance, inspection and repair programs; performs complex technical and administrative work in connection therewith; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position classification reports directly to the General Manager, Hetch Hetchy and is distinguished by its responsibility for directing and evaluating maintenance activities for hydroelectric power equipment and facilities at the Hetch Hetchy Project.

EXAMPLES OF DUTIES:

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7).

1. Organizes and directs a continuous preventative maintenance and engineering program for inspection, servicing and repair of a wide variety of power system equipment and facilities; develops maintenance procedures and schedules through subordinate personnel; reviews and evaluates inspection and maintenance reports; provides on-going engineering support for the review, update, and integration of existing electrical, mechanical and structural maintenance procedures.
2. Provides planning and management direction for maintenance programs; assigns and reviews work; determines the need for, plans and makes assignment of subordinates to training and employee development programs.
3. Oversees and administers the establishment and development of a data base to analyze and evaluate information relating to power outage, inspection and repair in order to identify causes or trends, and direct and review subsequent proposals for changes in maintenance practices and/or designs.
4. Participates in the planning for future development of water and power facilities construction; identifies maintenance related capital improvement programs in coordination with project operations; establishes minimum criteria for the operational review of such projects and programs.
5. Directs the compilation of operating records and reports periodically required by management.

CLASS TITLE: MAINTENANCE ENGINEERING MANAGER,  
HETCH HETCHY PROJECT

CODE: 5137

QUALIFICATIONS:

"The examination announcement shall provide the qualifications and other particulars....Applicants must be guided solely by the announcement of examination for which they apply." (CSC Rule 9).

Knowledge, Abilities and Skills: Comprehensive knowledge of: hydroelectric utilities facilities design, construction and operations; utilities maintenance planning and program development; heavy equipment and facilities life cycles.

Considerable knowledge of: hydroelectric power production and transmission, and utility maintenance practices for large rotating machinery.

General working knowledge of: automated systems as they apply to preventative maintenance programs.

Ability to: plan, organize and direct the work of subordinate professional, technical and sub-professional personnel; plan and manage preventative maintenance programs; review and supervise the preparation of important and detailed operating records and reports.

Considerable skill in the application and review of hydroelectric operating and maintenance processes and procedures and ability to make sound recommendations thereon.

Ability to communicate technical data effectively orally and in writing.

ADOPTED: 3/21/88

#3041M



CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

**5138 Program Manager I**

DOCUMENTS DEPT

JUN 11 1999

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**Definition:**

Under general direction, manages and coordinates the activities of work units or complex technical projects of a Department, Operating Division or Bureau.

**Distinguishing Features:**

This is the entry level in the Program Manager series. Incumbents in this class serve as a Program Manager I in areas such as water quality, water supply and treatment, wastewater treatment and/or collection, water and power resources, engineering, architectural planning and design, environmental regulation and management and construction management services. This position has major responsibility for management of work units, which may include administrative, operations and/or maintenance functions or technical oversight in complex Department or Bureau. Supervisory nature of duties may involve some physical effort in conducting field investigations and inspections of construction and maintenance activities involving some exposure to accident and health hazards and somewhat disagreeable elements. Positions in this class may be staff positions responsible for difficult and complex technical programs that interface with most functional areas of the department.

**Supervision Exercised:**

The Program Manager I exercises direction over an independent work unit or a complex technical program in a Department, Operating Division or Bureau.

**Example of Important and Essential Duties:**

*"This class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 9)*

1. Plans, organizes, coordinates and supervises the activities of a work unit or technical program. Schedules complex capital projects; manages laboratory, resource planning, environmental, water treatment and/or supply, clean water, engineering or design work units.
2. Monitors and controls expenditures for projects; may develop budget and identify budget priorities.
3. Coordinates the staffing needs of a work unit or project; develops and implements staffing plans; monitors staff disciplinary action when appropriate.
4. Confers and/or negotiates with regulatory agencies and other jurisdictions; represents the department or Bureau at meetings and/or professional conferences, Boards or Commissions.
5. Assists in strategic planning; prepares operating reports or position papers, laboratory and research projects or contract oversight.
6. Schedules training and emergency shutdowns as needed; ensures divisions are prepared for emergencies.
7. May perform line management or operational functions.
8. May provide technical expertise in the areas of project management, environmental regulations and management, water and power resources, engineering and construction.

### **Job Related and Essential Qualifications:**

Knowledge of: modern management, administrative and budgetary methods; contract and project administration; comprehensive specific technical knowledge of the major functions of the particular department or Bureau including local, state, and federal regulations concerning the operations of the department or Bureau.

Ability to: plan, coordinate, direct and evaluate the work of subordinates or projects; independently solve difficult and politically sensitive problems; confer and negotiate with regulatory agencies, communicate effectively and persuasively both orally and in writing.

### **Experience and Training Guidelines:**

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

**Experience:** At least four years of managerial/administrative experience.

**Training:** Completion of a four-year college or university with a baccalaureate degree.

**Licenses:** Valid California License as a Registered Engineer  
Grade V Treatment Plant certificate or Wastewater Treatment Operator  
certificate issued by the State of California.

**Effective: 6/1/99**

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY GENERAL MANAGER,  
HETCH HETCHY

CODE: 5139

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, acts as the principal assistant to the General Manager, Hetch Hetchy Water and Power Project; assists in the organization, administration and supervision of all functions of the department, including operations and maintenance of water and power facilities, personnel, budget, engineering services, and planning and development of long term projects; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position classification reports directly to the General Manager, Hetch Hetchy and has major policy and program responsibility for the efficient operation of all functional divisions within the Hetch Hetchy Water and Power Project. The incumbent in this position acts for the General Manager, Hetch Hetchy in the latter's absence.

EXAMPLES OF DUTIES:

1. Assists in the managerial and administrative direction of the Hetch Hetchy Water and Power system's functional divisions, including resources management, transit power, project operations, and the bureau of light, heat and power.

2. Formulates, interprets and participates in the development and issuance of policy and procedures to supplement or replace existing policy to maintain compliance with federal, state and local regulations; directs, through assigned personnel, the execution of established procedures in all the areas of operations.

3. Assists in the coordination of operations and activities of the department with other PUC operations, including the utilities engineering, water department and municipal railway, pertaining to matters such as budgeting, procurement, scheduling, personnel, technical, operating and maintenance problems.

4. Directs and coordinates planning for future development of water and power facilities and for capital improvement programs; develops rates and negotiates contracts for the sale of water and power.

5. Coordinates the preparation of the department's annual budget, maintains budgeting controls; directs and participates in the preparation of monthly and annual reports of all project activities to the PUC or other required agencies; develops public information and public relations programs as necessary.

6. Coordinates staffing, assignment and discipline, and plans the development of staff resources.

CLASS TITLE: DEPUTY GENERAL MANAGER,  
HETCH HETCHY

CODE: 5139

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree in engineering, law or business administration or a closely related field.

Requires at least ten years of progressively responsible experience performing supervisory or administrative duties in a large water supply or electric utility, at least three years of which shall have been in a responsible management capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough knowledge of management theory and application, and thorough knowledge of the techniques of supervision to direct the activities of engineering personnel related to advancing the effective operation and development of the department.

Requires general working knowledge of utilities engineering, construction and operational theory and practice, including hydroelectric production and transmission, water storage, modern power distribution facilities, and modern construction management methods, particularly as they apply to the public sector.

Requires ability and skill to effectively plan, manage, direct and review the activities of a large and diversified municipal utility; deal effectively with professional engineering personnel, contractors and public and private officials on complex matters related to the operation, maintenance or engineering of a water and power facility; represent the Public Utilities Commission before legislative bodies, citizen's committees and other groups; establish and maintain good employee and public relations.

ADOPTED: 1-14-85  
#0045b

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: HETCH HETCHY PROJECT ASSISTANT GENERAL MANAGER CODE: 5140

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, assists in the organization, administration and supervision of the activities and personnel of the hetch hetchy project, including water production and transmission, electric power generation, transmission and disposal; and performs related duties as required.

Requires major responsibility for coordinating and executing all policies and methods affecting the entire organization; achieving widespread economies through efficient management and economical operation of all facilities; making personal contacts with subordinate, administrative and supervisory personnel, representatives of outside organizations and groups involving discussion, explanation, and interpretation of policies, technical features and requirements of large and important operations; the preparation and review of operating reports, records and statistics. Nature of duties requires normal physical effort and manual dexterity with little or no accident or health hazards or exposure to disagreeable elements.

EXAMPLES OF DUTIES:

1. Assists in administering the functions of the hetchy hetchy project, including water production and transmission, electric power generation, transmission and disposal and the related operations and maintenance activities of system planning, utility services to municipal departments, and lighting of public streets.
2. Assists and participates in general administrative activities, including personnel recruitment, assignment and discipline, budgetary preparation and subsequent fiscal control, project planning, coordination and procurement procedures.
3. Directs and participates in the preparation of monthly and annual reports of all project activities to the public utilities commission; also, miscellaneous matters such as conference memoranda, directives to personnel, public utilities commission resolutions, various engineering and technical reports, as required.
4. Assists in coordination of operations and activities of the other divisions of the hetch hetchy project, utilities engineering bureau, water department and other agencies pertaining to such matters as personnel, procurement, fiscal matters, scheduling, technical, operating and maintenance problems.
5. Assists and participates in planning, proposed expansion of facilities and re-construction and replacement projects, power disposal and other facilities.
6. Assists and participates in matters pertaining to land and water rights, damage claims, and other legal matters, and legislation.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in civil, mechanical or electrical engineering.

CLASS TITLE: HETCH HETCHY PROJECT ASSISTANT GENERAL MANAGER      CODE: 5140  
(continued)

Requires at least twelve years of experience in progressively more responsible professional engineering, supervisory, and administrative capacities in water supply, hydroelectric and related construction fields, preferably with a large public utility organization, of which at least six years shall have been in a responsible administrative capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough working knowledge of the construction, operation, and maintenance of large and important waterworks and electrical power generation and transmission facilities; practical knowledge of the techniques of good administration and organization.

Requires considerable skill and ability to supervise effectively; establish and maintain good employee and public relations.

License: Requires state registration as a professional electrical engineer.

NORMAL LINES OF PROMOTION:

To: No normal lines of promotion

From: Senior Electrical Engineer  
Senior Civil Engineer  
Senior Mechanical Engineer  
Hetch Hetchy Project Engineer of Operations



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT GENERAL MANAGER,  
DEPARTMENT OF WATER AND POWER

CODE: 5141

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, assists in exercising general administrative supervision and technical direction of all functions of the Department of Water and Power, including organizing, planning, resource studies, operation and maintenance of all facilities, water and power sales and accounting, and other related activities; assists in policy determinations and co-ordination of activities with other departments and outside agencies; and performs related duties as required.

Requires major responsibility for: co-ordinating, interpreting and executing all policies, methods, procedures, rules and regulations affecting the entire organization; achieving widespread economies, preventing losses through efficient management; making personal contacts with subordinate administrative, engineering and supervisory personnel, representatives of outside organizations and groups involving discussion and explanation of technical features; maintenance of records and the preparation and review of reports affecting all administrative, technical, operational and maintenance functions. Nature of duties requires normal physical effort and manual dexterity with little accident or health hazards or exposure to disagreeable elements.

EXAMPLES OF DUTIES:

1. Assists in the administration of all functions of the department, including: the storage, protection, transmission, distribution, quality controls, purification, and sales of the city's water supply; the generation, transmission and disposal of energy in connection with the city's hydro-electric power system; and the management of land and properties.

2. Through subordinates, supervises the operation and maintenance of dams, reservoirs, diversion works, tunnels, aqueduct pipelines, water mains, pump stations, water treatment plants, powerhouses, switchyards, electric transmission lines, electric substations, radio communication systems, shops, warehouses, and appurtenant structures and facilities.

3. Assists in developing work programs for a number of separate divisions and in assigning duties and delegating responsibilities to division heads for: planning for future development of the water and power systems; administration of water rights; development of suitable rate structures and rules and regulations governing service to water and power customers; review of and action concerning federal and state legislation pertaining to water and power; technical operation and maintenance problems; purchasing of equipment, material and supplies; development of a safety program and of procedures for natural and enemy-caused disasters; development of a program for public information and public relations; handling of damage claims; and other related matters.

4. Assists and participates in the preparation of annual budget estimates and subsequently exercises responsibility for the control of expenditures to conform with budgetary appropriations.

CLASS TITLE: ASSISTANT GENERAL MANAGER,  
DEPARTMENT OF WATER AND POWER  
(continued)

CODE: 5141

5. Directs and participates in the preparation of the department's monthly and annual reports, conference memoranda and directives to personnel; also exercises responsibility for personnel recruitment, assignment, development and discipline.

6. Represents the general manager at meetings of legislative bodies, administrative officials, public agencies and private groups and acts for him in his absence; assists in promoting public information and understanding of department operations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, preferably with major course work in civil, electrical or mechanical engineering, law or business administration.

Requires at least twelve years of experience in progressively more responsible engineering, supervisory and administrative duties in the water supply and hydroelectric power fields, preferably with a large public waterworks or electric utility organization, of which at least six years shall have been in a responsible administrative capacity; or an equivalent combination of training and experience.

In lieu of college graduation, requires completion of high school supplemented by at least fifteen years of experience in operation and maintenance work in a major water or electric utility, including at least ten years of such experience within the Department of Water and Power; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable technical and practical working knowledge of: waterworks administration and operation including hydroelectric generation and transmission; the development of water supplies and distribution systems; the techniques of good administration and organization.

Requires considerable ability to supervise effectively and to establish and maintain good employee and public relations.

PROMOTIVE LINES:

To: No normal line of promotion

From: Principal Civil Engineer  
Senior Civil Engineer  
Senior Electrical Engineer  
Senior Mechanical Engineer  
Hetch Hetchy Project Superintendent of Operations  
City Distribution Division Manager  
Peninsula Division Manager  
Water Purification Division Manager

ADOPTED: 2/20/64

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: UTILITIES ENGINEERING BUREAU, CHIEF ENGINEER CODE: 5142

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, exercises highly responsible administrative and technical direction over all functions of the Utilities Engineering Bureau including studies, plans, surveys, reports, engineering and architectural design, specifications, cost estimates, supervision of construction, contract administration, property and tax records for the Department of Water and Power, San Francisco International Airport and Municipal Railway; and performs related duties as required.

Requires major responsibility for: developing, approving, co-ordinating, interpreting and executing all policies, methods, procedures, rules and regulations affecting the entire organization; achieving widespread economies; preventing losses through economical design and efficient management of construction; making personal contacts to establish and maintain good public relations frequently involving difficult negotiations with persons of high rank and professional and technical standing; directing the preparation and review of engineering and architectural designs, plans, estimates, reports and records. Nature of duties requires normal physical effort and manual dexterity with little accident or health hazards or exposure to disagreeable elements.

EXAMPLES OF DUTIES:

1. Exercises administrative and executive management of all functions of the Bureau, including scheduling, co-ordination and review of engineering and architectural studies, surveys, reports, designs, plans, specifications and cost estimates for the construction, reconstruction, maintenance and replacement of facilities for all Utility Departments.

2. Directs and supervises the review and analysis of bidding documents, contract modifications, contract payments, and inspection and supervision of construction for all Utility Departments.

3. Directs and supervises the review of construction plans of tenants of all Utility Departments, and the inspection of construction performed by or for such tenants, for compliance with applicable codes and regulations.

4. Directs and supervises the preparation and maintenance of property records and maps; surveys for property location; descriptions, surveys and maps for purchases, sales, leases and permits for use of real property; maintenance of tax records and review of tax bills.

5. Exercises responsibility for recruitment, employment, assignment and supervision of all employees; reviews periodic evaluation of individual employee performance; may counsel with individual employees, as necessary, or take other appropriate action to improve quality and quantity of work performed.

6. Directs and supervises the preparation of annual Utilities Engineering Bureau budget estimates and subsequent requests for supplemental appropriations; presents and justifies such budget requests at budget hearings; and exercises responsibility for the control of expenditures.

7. Directs and supervises the preparation of annual and monthly reports to the Public Utilities Commission and other special studies and reports as required.

CLASS TITLE: UTILITIES ENGINEERING BUREAU, CHIEF ENGINEER  
(continued)

CODE: 5142

8. Reviews plans and construction by tenants of all Utility Departments for compliance with applicable codes and regulations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in civil, mechanical or electrical engineering.

Requires at least fourteen years of experience in progressively more responsible professional engineering, supervisory and administrative capacities in major utility engineering and construction fields, of which at least eight years shall have been in a responsible administrative capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough theoretical and working knowledge of the design and preparation of plans and specifications, contract administration procedures, and construction for large and important structures and facilities; practical knowledge of the techniques of good administration and organization.

Requires demonstrated managerial ability to establish and maintain good employee and public relations.

License: Requires state registration as a professional engineer.

PROMOTIVE LINES:

To: No normal line of promotion

From: Position exempt from examination

AMENDED: 2/20/64



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GENERAL MANAGER, DEPARTMENT OF WATER AND POWER CODE: 5143

CHARACTERISTICS OF THE CLASS:

Subject to top management approval, exercises highly responsible administrative and technical direction of all functions of the Department of Water and Power, including organizing, planning, resource studies, operation and maintenance of all facilities, water and power sales and accounting, and other related activities; makes policy determinations and co-ordinates activities with other departments and outside agencies; and performs related duties as required.

Requires major responsibility for: developing, approving, co-ordinating, interpreting and executing all policies, methods, procedures, rules and regulations affecting the entire organization; achieving widespread economies; preventing losses through efficient management; making personal contacts to establish and maintain good public relations, frequently involving difficult negotiations with persons of high rank and professional and technical standing; directing the maintenance of records and the preparation, review and approval of reports affecting all administrative, technical, operational and maintenance functions.

EXAMPLES OF DUTIES:

1. Exercises administrative and executive management of all functions of the department, including: the storage, protection, transmission, distribution, quality control, purification, and sales of the city's water supply; the generation, transmission and disposal of energy in connection with the city's hydroelectric power system; and the management of land and properties.

2. Through subordinates, exercises control of all operating properties of the water supply and power system of the department including: dams, reservoirs, diversion works, tunnels, aqueduct pipelines, water mains, pump stations, water treatment plants, powerhouses, switchyards, electric transmission lines, electric substations, radio communication systems, shops, warehouses, and appurtenant structures.

3. Through various staff and subordinate supervisory personnel, directs: planning for future development of the water and power systems; administration of water rights; development of suitable rate structures and rules and regulations governing service to water and power customers; review of and action concerning federal and state legislation pertaining to water and power; purchasing of equipment, material and supplies; development of a safety program and of procedures for natural and enemy-caused disasters; development of a program for public information and public relations; handling of damage claims; and other related matters.

4. Directs and supervises the preparation of annual budget estimates and subsequent requests for supplemental appropriations; presents and justifies budget requests at budget hearings; and exercises responsibility in the control of revenues and expenditures.

5. Represents the department at meetings of legislative bodies, administrative officials, public agencies and private groups; promotes public information and understanding of department operations.

CLASS TITLE: GENERAL MANAGER, DEPARTMENT OF WATER AND POWER  
(continued)

CODE: 5143

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, preferably with major course work in civil, electrical or mechanical engineering, law or business administration.

Requires at least fifteen years of experience in progressively more responsible engineering, supervisory, and administrative duties in the water supply and hydroelectric power fields, preferably with a very large public waterworks or electric utility organization, of which at least ten years shall have been in a responsible administrative or management capacity, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough, technical and practical working knowledge of waterworks administration and operation, including hydroelectric generation and transmission, and development of water supplies and distribution systems; thorough knowledge of the techniques of good administrative organization and executive control.

Requires demonstrated managerial ability to establish and maintain good employee and public relations.

PROMOTIVE LINES:

To: No normal line of promotion

From: Position exempt from examination

ADOPTED: 2/20/64



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GENERAL MANAGER, HETCH HETCHY PROJECT AND  
UTILITIES ENGINEERING BUREAU

CODE: 5144

CHARACTERISTICS OF THE CLASS:

Subject to top management approval, exercises general administration over all functions of the hetch hetchy project and utilities engineering bureau, including water supplies, hydroelectric generation, construction, re-construction, and maintenance of all existing facilities; and performs related duties as required.

Requires major responsibility for: coordinating, approving and executing all policies and methods affecting the entire organization; all forms of physical assets through efficient and economical management; making personal contacts to establish and maintain good public relations, frequently involving difficult negotiations and interpretations of policies; rules and regulations, and difficult internal situations involving dealing with persons of high rank and professional, specialized and technical standing; directing the preparation and reviewing and approving the maintenance of records and reports effecting all operational, maintenance, and administrative functions. Managerial nature of duties requires normal physical effort and manual dexterity with little or no accident or health hazards or exposure to disagreeable elements.

EXAMPLES OF DUTIES:

1. Exercises administrative and executive management responsibility for the operation of the hetch hetchy project, including hydroelectric generation of energy to supply municipal needs and for sale to irrigation districts and industrial consumers.

2. Through subordinates, exercises control of operating properties, including dams and appurtenant impounding and regulating reservoirs and diversion works; also, of water supply tunnels and aqueduct pipe lines, power houses, transmission lines and related structures and facilities.

3. Through various staff and subordinate supervisory personnel, directs the operation and maintenance of all water supply and power facilities; directs planning for the future development of the system; directs the administration of land and water rights, water legislation, damage claims and other related matters; directs and participates in the preparation of budgetary requests and subsequent fiscal controls.

4. Exercises general administrative executive management responsibility over the utilities engineering bureau, including engineering work for the hetch hetchy project, airport department, and municipal railway, including planning and supervision of new construction, re-construction and maintenance of existing facilities; supervises special research and surveys, as required.

5. Exercises administrative and executive management responsibility for the operation of the bureau of light, heat and power engaged in providing and furnishing utility service for municipal purposes, including those operations necessary for providing public street lighting.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in civil or mechanical engineering.

Requires at least twelve years of experience in progressively more responsible engineering, supervisory, and administrative capacities in the water supply and hydroelectric generating fields, preferably with a very large public waterworks or electric utility organization, of which at least five years shall have been in a responsible executive or management capacity, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough, technical and practical working knowledge of waterworks administration and operation, including hydroelectric generation and transmission and development of water supplies and distribution systems; thorough knowledge of the techniques of good administrative organization and executive control.

Requires demonstrated managerial ability to establish and maintain good employee and public relations.

PROMOTIVE LINES:

No normal lines of promotion - position exempt from examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: UTILITIES ENGINEERING BUREAU,  
ASSISTANT CHIEF ENGINEER

CODE: 5145

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, assists in exercising general administrative supervision and technical direction of the Utilities Engineering Bureau, including studies, plans, surveys, reports, engineering and architectural design, specifications, cost estimates, supervision of construction, contracts administration, property and tax records for the Department of Water and Power, San Francisco International Airport and Municipal Railway; and performs related duties as required.

Requires major responsibility for: co-ordinating, interpreting and executing all policies, methods, procedures, rules and regulations affecting the entire organization; achieving widespread economies; preventing losses through efficient economical design and efficient management of construction; making personal contacts with subordinates, administrative, supervisory and engineering employees, representatives of outside organizations and groups, involving discussion and explanation of technical features and requirements of large and important projects; supervising the preparation and review of engineering and architectural designs, plans, estimates, reports and records. Nature of duties requires normal physical effort and manual dexterity with little accident or health hazards or exposure to disagreeable elements.

EXAMPLES OF DUTIES:

1. Assists in the administration and management of the functions of the Bureau, including scheduling, co-ordination and review of engineering and architectural studies, surveys, reports, designs, plans, specifications and cost estimates for the construction, reconstruction, maintenance and replacement of facilities for all Utility Departments.
2. Assists in the direction and supervision of the review and analysis of bidding documents, contract modifications, contract payments, and inspection and supervision of construction for all Utility Departments.
3. Assists in the direction and supervision of the review of plans of tenants of all Utility Departments, and the inspection of construction performed by or for such tenants, for compliance with applicable codes and regulations.
4. Assists in the direction and supervision of the preparation and maintenance of property records and maps; surveys for property location; descriptions, surveys and maps for purchases, sales, leases and permits for use of real property; maintenance of tax records and review of tax bills.
5. Assists in the exercise of responsibility for recruitment, employment, assignment and supervision of all employees; reviews periodic evaluation of individual employee performance; may counsel with individual employees, as necessary, or take other appropriate action to improve quality and quantity of work performed.
6. Assists in the direction and supervision of the preparation of annual budget estimates and subsequent requests for supplemental appropriations; and exercises responsibility for the control of expenditures.

CLASS TITLE: UTILITIES ENGINEERING BUREAU,  
ASSISTANT CHIEF ENGINEER

CODE: 5145

7. Assists in the direction and supervision of the preparation of annual and monthly reports to the Public Utilities Commission and other special studies and reports as required.

8. Assists in the review of plans and construction by tenants of all Utility Departments for compliance with applicable codes; acts for the Utilities Engineering Bureau, Chief Engineer in his absence.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in civil, mechanical or electrical engineering.

Requires at least twelve years of experience in progressively more responsible professional engineering, supervisory and administrative capacities in major utility engineering and construction fields, of which at least six years shall have been in a responsible administrative capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable theoretical and working knowledge of the design and preparation of plans and specifications, contract administration procedures, and construction for large and important structures and facilities; practical knowledge of the techniques of good administration and organization.

Requires considerable ability to supervise effectively and to establish and maintain good employee and public relations.

License: Requires state registration as a professional engineer.

PROMOTIVE LINES:

To: No normal line of promotion

From: Principal Civil Engineer

ADOPTED: 2/20/64



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SAN FRANCISCO  
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DEPARTMENT OF HUMAN RESOURCES****JOB CODE TITLE: WATER OPERATIONS ANALYST****JOB CODE: 5148****Business Unit: COMMN****DEFINITION:**

Under general direction, Water Operations Analysts perform technical tasks and analyses required for operation and maintenance of water storage, transmission, pumping, and treatment facilities, as well as right-of-way and watershed lands. Water Operations Analysts coordinate activities not only within the Division but also with other portions of the Public Utilities Commission, other City agencies, Bay Area Water Users, and the general public.

**DISTINGUISHING FEATURES:**

The defining characteristic of this classification is capability for (1) analysis related to water supply and treatment operations combined with (2) strong oral and written communication skills, such that the findings of analysis can be translated into effective action. Incumbents need not only the capability to plan and perform analysis, but also the ability to identify problems, design research to develop data, use current technology (e.g., computer modeling) as needed to investigate issues and develop recommendations for solution, and effectively communicate their results. Incumbents become involved not only with day-to-day operations but also emergency response, logistics planning, and long-range planning as needed. Incumbents exercise considerable independent judgment and initiative.

**SUPERVISION EXERCISED:**

This class may supervise positions within various sections of the Water Supply and Treatment Division, e.g., System Operations (water supply engineering and treatment) and the Land and Resources Section.

**EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 5148 Water Operations Analyst and are not intended to be an inclusive list.

1. Responsible for operation of hydraulic and operational models to assist in planning system operations, maintaining appropriate reservoir levels, anticipate impacts of proposed system configurations and construction projects
2. Develop and maintain hydrologic data bases and develop hydrologic models
3. Modeling transmission system options during water supply and water quality emergencies
4. Preparation and updating of emergency policies and procedures documents relating to Division operations and coordination with Bay Area Water Users
5. Provide ongoing information to BAWUA customers on system configuration, transmission and storage, and operational plans
6. Act as a liaison to BAWUA customers to respond to customer questions relating to water supply and treatment
7. Design of data collection plan, instrumentation needed, and implementation required to analyze watershed hydrology
8. Design and implementation of program to coordinate with public agencies, stakeholders, and the public with regard to natural resource management on rights-of-way and watersheds
9. Contribute to solving operational and design problems related to erosion, mass wasting, stream function, and water quality associated with roads, unstable slopes, and surface water drainage
10. Work with other professionals to develop integrated resource management plans to protect and restore riparian corridors and manage watersheds to protect water quality
11. Develop and provide educational tours for BAWUA customers, public agencies, students, researchers, and the public

**JOB CODE TITLE: WATER OPERATIONS ANALYST**

**JOB CODE: 5148**  
**Business Unit: COMMN**

12. Design formats to allow public query and input into the management of watersheds and rights-of-way managed by the Water Supply and Treatment Division
13. Development and implementation of a volunteer program to support public education, watershed protection, watershed enhancement, and right-of-way management

**JOB-RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:** Theories and principles of water storage, hydrology, transmission, treatment, and/or management of rights-of-way and/or watersheds to protect water delivery reliability and water quality

**Skill in:** Designing and conducting analyses; communicating verbally and in writing with a wide range of audiences

**Ability to:** Perform on-site inspections of watershed and right-of-way lands and water facilities as needed. Conduct analyses required for successful operation of a regional water supplier with water storage, transmission, and treatment responsibilities. Ability to perform outreach to determine the questions of both Division staff and other stakeholders such as the public. Ability to present findings effectively, both verbally and in writing.

**EXPERIENCE AND TRAINING GUIDELINES:**

1. Possession of a baccalaureate degree from an accredited college or university with a major in engineering, environmental science, wildlife biology, or other degree related to the specific function to which the position will be designated, or acceptable equivalent based on work experience;  
**AND**
2. Four (4) years of verifiable experience related to water supply and treatment operations or environmental management.

**License or Certificate:** Possession of a valid driver's license.

Special conditions will be added to specific requisitions as needed to meet specific functional requirements.

Effective: 3/2/92

Retitled and Amended: 8/31/00

Reason for Amendment: To retitle and amend the tasks, knowledge, skills and abilities for this job code.



CLASS TITLE: SUPERINTENDENT OF WATER TREATMENT FACILITIES

CODE: 5149

## CHARACTERISTICS OF CLASS:

Under general direction, is responsible for all operational, maintenance and repair activities of the water treatment and filtration facilities of the San Francisco Water Department; performs responsible administrative and maintenance functions in connection therewith; and performs related duties as required.

## DISTINGUISHING FEATURES:

This single position class in the San Francisco Water Department has major responsibility for the operation and maintenance of two large filtration and water treatment facilities. The incumbent functions under the direction of the Water Purification Division Manager. This class is distinguished from Chief Stationary Engineer and other related classes by its responsibility for the operation, maintenance and repair of more than a single water treatment facility.

## EXAMPLES OF DUTIES:

1. Plans, directs and coordinates maintenance and repair operations of the Sunol Valley, San Andreas Filtration Plants and other water treatment facilities, including mechanical, electrical and auxiliary components used in the chlorination, filtration and purification of water.

2. Continuously reviews the operation and maintenance of water treatment facilities through visual inspection and evaluation of operating and laboratory reports; ascertains performance criteria for treatment facilities and determines the need to make appropriate changes in methods and procedures; provides for the career development and training of subordinate treatment plant personnel.

3. Assists management in the initiation and coordination of plant conversions, alterations and additions; meets with consultants and contractors in connection therewith.

4. Assists management in the coordination and preparation of estimates for equipment, supplies and the installation and/or repair of machinery; directs the requisitioning of supplies, materials and parts necessary for maintenance and operations; exercises control over the expenditure of funds allocated, including wages, equipment, materials and supplies.

5. Supervises the preparation of regular periodic and special records and/or reports for the filtration plants; attends staff meetings with administrative officials, various department heads, as well as with representatives of state agencies and representatives of educational institutions regarding matters concerned with water treatment and purification.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school supplemented by at least ten years of progressively responsible experience in the operation, maintenance, repair and conversion of large water treatment plants, including four years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: The San Francisco Water Department supply and distribution system as related to the treatment and purification of potable waters; good knowledge of modern administrative methods and techniques.

CLASS TITLE: SUPERINTENDENT OF WATER TREATMENT FACILITIES (cont'd) CODE: 5149

MINIMUM QUALIFICATIONS: (cont'd)

Requires considerable ability to: Analyse water treatment facilities operating problems and recommend remedial action; plan, assign and direct the operation and maintenance activities of subordinate personnel; deal tactfully and effectively with other city departments, the general public and outside agencies; prepare and review plant operating records and prepare related reports.

License: Appointment to a position in this class for the San Francisco Water Department requires:

1. A driver's license issued by the State of California Department of Motor Vehicles.
2. Possession of a Grade V Certificate issued by the California State Department of Public Health.

PROMOTIVE LINES:

To : To be determined

From: 7205 Chief Stationary Engineer

NEW CLASS

Adopted: 7/29/76

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

5150 Site Manager

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**Definition:**

Under general direction, manages and coordinates the activities of an off- site work unit of a Department, Operating Division or Bureau.

**Distinguishing Features:**

Incumbents in this class serve as a Site Manager at a location that is physically separated from the main working area of the operating section. This position has responsibility for management of the off-site location, which includes administrative, operations and/or maintenance functions. Supervisory nature of duties may involve some physical effort in conducting field investigations and inspections of construction and maintenance activities involving some exposure to accident and health hazards and somewhat disagreeable elements.

**Supervision Exercised:**

The Site Manager exercises direction over an off-site location.

**Example of Important and Essential Duties:**

*"This class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 9)*

1. Plans, organizes, coordinates and supervises the operational activities of an off-site work location. Implements administrative and operational objectives to ensure appropriate functioning of the off-site location.
2. Develops budget for location.
3. Coordinates and develops staffing requirements for the location.
4. Confers and/or negotiates with other jurisdictions and agencies; represents the department at meetings and before Boards and/or Commissions regarding issues concerning the specific location.
5. Ensures the off-site location is prepared for emergencies; schedules training and emergency shutdowns as needed.

**Job Related and Essential Qualifications:**

Knowledge of: modern management, administrative and budgetary methods; comprehensive specific technical knowledge of the major functions of the particular department or Bureau including local, state, and federal regulations concerning the operations of the department or Bureau.

Ability to: plan, coordinate, direct and evaluate the work of subordinates; independently solve difficult and politically sensitive problems; communicate effectively and persuasively both orally and in writing.

**Experience and Training Guidelines:**

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

**Experience:** At least three years of managerial/administrative experience.

**Training:** Completion of a four-year college or university with a baccalaureate degree.

**Licenses:** Valid Driver license

**Effective: 5/21/99**

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ALAMEDA DIVISION MANAGER

CODE: 5152

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, exercises responsible charge of the organization, administration and supervision of the activities in the alameda division of the water department, including the construction, operation and maintenance of reservoirs, pumping plants and supply and distribution lines; and performs related duties as required.

Requires major responsibility for: developing, coordinating and executing policies, methods, procedures, rules and regulations; achieving major economies and/or preventing major losses through efficient administration and enforcement of the proper use and handling of equipment, materials and supplies, and through the judicious authorization of expenditures; making personal contacts with employees, the general public, representatives of outside organizations and groups, involving explanation and interpretation of policies, rules and regulations and maintenance of good public relations; directing the preparation, maintenance, review and approval of various records and reports affecting the construction, maintenance, operational and administrative activities of the division. Nature of managerial duties involves some physical effort when conducting field investigations and inspections of construction and maintenance activities involving some exposure to accident and health hazards and somewhat disagreeable elements .

EXAMPLES OF DUTIES:

1. Plans, organizes, coordinates and directs the operation, maintenance and non-contractual construction activities in the alameda division as related to dams, tunnels, aqueducts, reservoirs, filter galleries, well fields, pumping stations and distribution system lines.
2. Confers with management regarding policy formulation and important divisional requirements; coordinates the administration and execution of operating policies, rules and regulations and the execution of water-rights agreements and related matters concerned with watershed management.
3. Meets and confers with individuals, representatives of civic and service organizations and representatives of other utilities and governmental agencies and officials in connection with specific matters of mutual interest and concern.
4. Prepares reports of field inspections with recommendations; prepares annual budget estimates and supervises control of subsequent expenditures; prepares work programs and related activity reports.
5. Inspects progress of field operations; establishes proper work standards; supervises related shop and warehouse facilities.
6. Directs the performance of commercial and accounting procedures applicable to the division, including the maintenance of related fiscal records and the preparation of financial statements and reports.
7. Directs the collection of data and preparation of reports of the completed water flow and control records obtained from various measurements sources, including weirs, flumes, venturi meters, rain gauges, stream state observations, well soundings and other measuring devices.



CLASS TITLE: ALAMEDA DIVISION MANAGER  
(continued)

CODE: 5152

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in civil or mechanical engineering.

Requires at least five years of experience in progressively more responsible duties in design, construction, operation and maintenance work in a water utility organization, at least three years of which shall have been in a responsible supervisory capacity; or in lieu of college graduation, requires completion of high school supplemented by at least eight years of experience in operation and maintenance work in a water utility, including at least five years of such experience in the alameda division; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of the water distribution system, organization, policies, rules and regulations with special emphasis on the facilities within the alameda division.

Requires considerable initiative, skill and supervisory ability to organize and plan work projects and carry same through to satisfactory completion; establish and maintain good employee and public relations.

PROMOTIVE LINES:

To: City Distribution Division Assistant Manager  
Commercial Division Assistant Manager  
Peninsula Division Manager

From: Alameda Division Assistant Manager

Revised 12/18/61



SAF FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT DIVISION MANAGER, PENINSULA OPERATIONS CODE: 5154

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in organizing, administering and supervising the activities in the Peninsula Division of the Water Department; assists in planning and supervising construction, operation and maintenance of reservoirs, pumping plants, supply and distribution lines and consumer services; and performs related duties as required.

Requires responsibility for: carrying out, interpreting, coordinating and enforcing policies, methods, procedures, rules and regulations; achieving considerable economies and/or preventing considerable losses through efficient supervision and enforcement of the proper use and handling of equipment, materials and supplies; making regular contacts with subordinates, supervisor, employees, the general public, and representatives of outside organizations, for furnishing or obtaining information or explaining specialized matters dealing with procedures, rules and regulations; reviewing and approving various records and reports affecting construction, maintenance, operational, commercial and administrative activities of the division. Supervisory nature of duties involves some physical effort when conducting field investigations and inspections of construction and maintenance activities involving some exposure to accident and health hazards and somewhat disagreeable elements.

EXAMPLES OF DUTIES:

1. Assists in the organization and administration of the operation, maintenance and non-contractual construction activities in the peninsula division, including reservoirs, supply and transmission mains, canals, tunnels, flumes, pumping plants and water services; also, various related structures such as, forebays, spillways, dams, valve houses, venturi meters and housings, meter pits, trestles, bridges, roads, residences, temples, yard buildings, shops, offices and miscellaneous structures.

2. Plans and supervises the shutting down, draining, filling and re-routing of the flow of water in transmission lines; regulates water flow into various reservoirs to maintain required levels in order to accomodate consumer demands.

3. Conducts field inspections of various construction and maintenance jobs including dams, reservoirs, pipe lines, pump stations, watershed areas, roads and rights-of-way.

4. Supervises the installation, maintenance, reading and removal of all meters including related piping, fittings and appurtenances.

5. Supervises the construction, installation, maintenance and removal of telephone lines and minor electrical work.

6. Supervises the treatment of all lakes and reservoirs to control growths of obnoxious vegetation.

7. Assists in supervising and personally participates in various aspects of commercial and accounting services, meter reading, consumer billing, and other procedures including the processing of requisitions, purchase orders, time rolls and payrolls; assists in the preparation of annual budget estimates and supporting information; subsequently assists in maintaining expenditures within limits of appropriations; assists in preparing and supervising various periodic, annual and special reports on various phases of the division administration operations.

CLASS TITLE: PENINSULA DIVISION ASSISTANT MANAGER  
(continued)

CODE: 5154

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in civil or mechanical engineering.

Requires at least four years of experience in progressively more responsible duties in construction, operation and maintenance work in a water utility organization, at least two years of which shall have been in a responsible supervisory capacity; or

In lieu of college graduation, requires completion of high school supplemented by at least seven years of experience in operation and maintenance work in a water utility; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good working knowledge of: the water supply and distribution system; organization, policies, rules and regulations, with emphasis on the facilities within the division.

Requires: initiative, skill and supervisory ability to assist in organizing and planning work projects and carrying same through to satisfactory completion; ability to establish and maintain good employee and public relations.

PROMOTIVE LINES:

To: Division Manager, Suburban Operations

From: To be determined

Retitled and  
Amended: 7/29/76

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

**5156 Utility Services Manager**

**Definition:**

Under general administrative direction, exercises responsible charge of the organization, administration and supervision of all activities in water services. This includes the operations and maintenance of reservoirs, treatment plants and pumping stations, transmission and distribution systems; and consumer services. Plans and directs non-contractual construction; reviews plans for construction contracts from water services standpoint; and performs related duties as required.

This position requires major responsibility for developing, coordinating and executing policies, methods and procedures applicable to the division. The Utility Services Manager has administrative responsibility to manage the use of staff, equipment, materials and supplies in order to achieve major economies and/or prevent major losses.

**Distinguishing Features:**

This position reports directly to the General Manager, Public Utilities Commission. Incumbents in this class serve as Utility Services Manager in areas such as Water Supply & Treatment and Water Distribution divisions.

**Supervision Exercised:**

The Utility Services Manager exercises direction over all functional areas of a large division.

**Example of Important and Essential Duties:**

*"This class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 9)*

1. Performs managerial and administrative direction of all functions of the division including operations and maintenance of all facilities, dams, reservoirs, pumping stations, pipelines, and related yards, buildings and structures within the division.
2. Exercises direction over the regulation of water flow from major supply sources for transmission to suburban division reservoirs and then to the distribution division in order to meet consumer demands.
3. Exercises direction over the proper installation of all consumer services and meters in the division in connection with new installations and renewals; meter reading and consumer billing.

4. Reviews and approves plans and non-contractual construction specifications from water services standpoint which includes pipelines and appurtenances.
5. Directs the execution of established policies relative to land management; erosion control of watersheds; propagation of trees, shrubbery and grasses; and elimination of weeds and other unwanted vegetation which may cause taste, odor, or color in water.
6. Performs managerial and administrative responsibility for the division including preparation for the annual budget and coordinating the work of various work units.
7. Attends and participates in meetings and conferences with other department heads and officials in connection with water services. May represent General Manager before various legislative and public bodies or organizations with matters of interest in water services.
8. Coordinates operational activities with other divisions for the improvement of water services and facilities in order to increase efficiency, promote economy and to provide for future growth and expansion of the department to meet increasing consumer demands.
9. Establishes and maintains good public relations, cooperates and coordinates activities with consumers, municipal and other public jurisdictions, private agencies and organizations in water services.

**Job Related and Essential Qualifications:**

**Knowledge of:** modern management, administrative and budgetary methods; comprehensive specific technical knowledge of the major functions of the particular division including local, state and federal regulations concerning the operations the division.

**Ability to:** plan, coordinate, direct and evaluate the work of subordinates; independently solve difficult and politically sensitive problems; confer and negotiate with regulatory agencies, communicate effectively and persuasively both orally and in writing.

**Experience and Training Guidelines:**

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

**Experience:** At least eight years of experience in utility services of which four years must have been in a managerial capacity.

**Training:** Completion of a four-year college or university with a baccalaureate degree.

**License or Certificate:** Valid Driver license

**Effective Date:** 3/19/99



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CITY DISTRIBUTION DIVISION ASSISTANT MANAGER

CODE: 5158

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in organizing, administering and supervising the activities in the city distribution division of the water department; assists in planning and directing construction, operation and maintenance of reservoirs, pumping plants, distribution system and consumer services; and performs related duties as required.

Requires responsibility for: carrying out, coordinating, interpreting and enforcing existing policies, methods, procedures and established rules and regulations; achieving considerable economies and/or preventing considerable losses through efficient administration and enforcement of the proper use and handling of equipment, materials and supplies and through the judicious authorizing of expenditures; making regular contacts with subordinate supervisory personnel, persons in other departments, the general public, and representatives of outside organizations involving explanation and interpretation of policies, rules and regulations and maintenance of good public relations; the preparation, maintenance, review and approval of various records and reports affecting the construction, maintenance and operational activities of the division. Supervisory nature of duties involves some physical effort when conducting field investigations of construction and maintenance activities involving some exposure to accident and health hazards and somewhat disagreeable elements.

EXAMPLES OF DUTIES:

1. Assists in exercising responsible charge of the operation and maintenance of reservoirs, structures, buildings, pump stations, pipe lines and related shops and yards within the division; assists in interpreting department policies, rules and regulations and directives to subordinates.

2. Supervises the operations of the distribution division activities at the headquarters yard, including office personnel, inspectors, supervisory personnel and others.

3. Reviews and checks plans and specifications from state and city authorities involving interests of the division; reviews estimates and subsequent bids; reviews cost data reports.

4. Reviews various daily, weekly and other reports; reviews work order provisions, daily distribution reservoir reports, daily yard work sheet, service and meter report, and other records.

5. Attends and participates in various staff and inter-department meetings regarding matters pertaining to traffic, street utilities, public works, housing and re-development, as well as staff and safety matters and problems.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in civil or mechanical engineering.

CLASS TITLE: CITY DISTRIBUTION DIVISION ASSISTANT MANAGER  
(continued)

CODE: 5158

Requires at least eight years of experience in progressively more responsible duties in design, construction, operation and maintenance work in a large water utility organization, at least three years of which shall have been in a responsible supervisory capacity; or

In lieu of college graduation, requires completion of high school, supplemented by at least 10 years experience in operation and maintenance work in a large water utility; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good working knowledge of the water distribution system, organization, policies, rules and regulations with emphasis on the facilities within the city distribution division.

Requires: initiative, skill and supervisory ability to assist in organizing and planning work projects and carrying same through to satisfactory completion; ability to establish and maintain good employee and public relations.

PROMOTIVE LINES:

To: City Distribution Division Manager

From: Peninsula Division Manager  
Alameda Division Manager

Revised 12/18/61



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CITY DISTRIBUTION DIVISION MANAGER

CODE: 5160

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, exercises responsible charge of the organization, administration and supervision of all activities in the city distribution division of the water department; plans and directs all non-contractual construction, operation and maintenance of reservoirs, pumping plants, distribution system and consumer services; and performs related duties as required.

Requires major responsibility for: developing, coordinating and executing policies, methods, procedures and established rules and regulations; achieving major economies and/or preventing major losses through efficient administration and enforcement of the proper use of handling equipment, materials and supplies and through the judicious authorization of expenditures; making personal contacts with employees, the general public, representatives of outside organizations and groups involving explanation and interpretation of policies, rules and regulations and maintenance of good public relations; directing the preparation, maintenance, review and approval of various records and reports affecting all the construction, maintenance, operational and administrative activities of the division. Nature of managerial duties involves some physical effort when conducting field investigations and inspections of construction and maintenance activities involving some exposure to accident and health hazards and somewhat disagreeable elements.

EXAMPLES OF DUTIES:

1. Exercises complete responsible charge for the operation and maintenance of all reservoirs, structures, buildings, pump stations, pipe lines and related buildings and yards within the division; interprets department policies, rules, regulations and directives to subordinates.
2. Reviews and approves all completed plans and specifications for the distribution system pipe lines and appurtenances for both new construction and replacement projects.
3. Directs and supervises the proper installation of all consumer services and meters in the division in connection with new installations and renewals.
4. Reviews daily completed work sheets of various crews performing field operations before information is entered in final records.
5. Directs and participates in the preparation of annual budget requests for personal and non-personal services as well as for new and replacement equipment items; subsequently assumes responsibility for control of expenditures within budgetary appropriations; approves issuance of requisitions for the purchase of various items.
6. Attends and participates in various staff meetings and conferences with other city department officials in connection with matters which concern the proper development of the city distribution division.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in civil or mechanical engineering.

CLASS TITLE: CITY DISTRIBUTION DIVISION MANAGER  
(continued)

CODE: 5160

Requires at least ten years of experience in progressively more responsible duties in construction, operation and maintenance work in a large water utility organization, at least four years of which shall have been in a responsible executive capacity; or,

In lieu of college graduation, requires completion of high school supplemented by at least 15 years experience in operation and maintenance work in a large water utility; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of the water distribution system, organization policies, rules and regulations with special emphasis on the facilities within the city distribution division.

Requires considerable initiative, skill and supervisory ability to organize and plan work projects and carry same through to satisfactory completion; ability to establish and maintain good employee and public relations.

PROMOTIVE LINES:

To: Water Department Assistant General Manager and  
Assistant Chief Engineer

From: City Distribution Divisions Assistant Manager  
Peninsula Division Manager  
Alameda Division Manager

Revised 12/18/61

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: WATER PURIFICATION ASSISTANT DIVISION MANAGER

CODE: 5161

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in organizing and supervising the activities of the Water Department Purification Division; assists in planning and construction of treatment facilities and directing the operation and maintenance of water quality and laboratory facilities to assure high standards of water purity; acts for the Purification Division Manager in his absence, and performs related duties as required.

DISTINGUISHING FEATURES:

This single position class functions under the sole direction of the Water Purification Division Manager. The class is distinguished from other Water Department classes by its full responsibility for Purification Division activities in the absence of the Division Manager.

EXAMPLES OF DUTIES:

1. Assists the Division Manager in a wide variety of Water Purification activities; supervises field, plant, office and laboratory personnel; assigns duties to and supervises treatment plant and laboratory sections; consults with engineering division; assists in interpreting departmental policies, rules and regulations; assists in determining the requirements of the State Department of Public Health, U.S. Environmental Protection Agency and other regulatory public agencies to assure compliance with and enforcement of pertinent regulations; periodically confers with section heads as to progress on routine and special research projects.

2. Conducts a variety of inspections in person including, but not limited to, inspections of watershed areas, water supplies, filtration, chlorination, flouridation and alum feeding equipment; makes special investigations in response to complaints from the public and/or other agencies as circumstances require.

3. Assists in the preparation of the annual budget for the Water Purification Division; furnishes information in connection with requests for equipment, personnel and services; reviews and approves requisitions for materials, supplies and equipment; controls expenditures within budgetary appropriations; reviews cash expenditures for local purchases.

4. Attends and participates in various staff meetings with administrative officials, department and division heads, representative of state agencies, public health officials and representatives of educational institutions regarding technical matters concerned with water treatment, purification and laboratory functions.

5. Prepares regular periodic and special reports concerning division activities and accomplishments; prepares special reports on inspection of pipe lines tunnels, reservoirs and watersheds; reviews various periodic biological, chemical and related technical records and specialized reports; assists in the planning and supervision of biological and chemical research and/or experiments relative to water treatment practices and equipment.

6. Participates in the preparation of the functional design and calculations for new water facilities, and the alteration and conversion of existing facilities.

7. May be assigned to act as liaison with local and state civil defense officials in regard to chemical, bacteriological and nuclear aspects of disaster programs; and assumes the duties of manager during his absence.

8. Establishes and maintains good public relations; cooperates and coordinates activities with state, municipal and other public jurisdictions, private agencies and educational institutions.

CLASS TITLE: WATER PURIFICATION ASSISTANT DIVISION MANAGER

CODE: 5161

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in chemistry, chemical, sanitary engineering or civil engineering with a sanitary engineering option.

Requires six years of experience in the inspection, operation and maintenance of water treatment, laboratory and purification systems and equipment, including three years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good understanding of the theoretical and practical working knowledge of water supply and distribution systems.

Requires ability to: originate, prepare and review plans, estimates and specifications for water purification projects; carry out and review work in progress for accuracy and efficiency; assist in the coordination and management of a large water treatment system; obtain a Grade V Certificate issued by the California State Department of Public Health.

Requires the exercise of professional judgment in interpreting analyses, tests and investigations in connection with water purification matters.

License: Requires state registration as a professional engineer; and a valid motor vehicle operator's license.

PROMOTIVE LINES:

TO: Manager, Water Purification Division

FROM: Original Entrance Examination

ADOPTED: 7-29-76

AMENDED: 4-3-78

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

**5162 Program Manager III**

DOCUMENTS DEPT.

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**Definition:**

Under general administrative direction, exercises responsible charge of the organization, administration and supervision of all activities of a major division in a large or complex City department. This position requires major responsibility for developing, coordinating and executing policies, methods and procedures applicable to the division.

**Distinguishing Features:**

This position reports directly to the Manager of a large Bureau or Operating Division. Incumbents in this class serve as a Program Manager III in areas such as clean water, water quality, water supply and treatment, water and power resources, engineering, architectural planning and design, environmental regulation and management and construction management services.

**Supervision Exercised:**

The Program Manager III exercises direction over all functional areas of a major division.

**Example of Important and Essential Duties:**

*"This class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 9)*

1. Performs managerial and administrative direction of all functions of the division; implements administrative and operational objectives; supervises laboratory, resource planning, environmental, water treatment and/or supply, engineering or design divisions.
2. Performs managerial and administrative responsibility for the division including preparation for the annual budget.
3. Plans, directs and evaluates staffing requirements and develops staffing plan and the activities of various work units; consults with departmental personnel staff on various personnel administrative matters.
4. Confers and/or negotiates with regulatory agencies, other jurisdictions and public/private agencies; represents the department or Bureau at meetings and/or professional conferences. Attends and participates in meetings and conferences with other department heads and officials; may represent General Manager before various legislative and public bodies or organizations with matters of interest to the division and/or department.



5. Establishes and maintains good public relations, cooperates and coordinates activities with consumers, municipal and other public jurisdictions, private agencies and organizations.
6. Directs strategic planning for the department or Bureau; preparation of operating reports, laboratory and research projects, contract oversight.
7. Ensures operating divisions are prepared for emergencies; schedules training and emergency shutdowns as needed.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Knowledge of: modern management, administrative and budgetary methods; comprehensive specific technical knowledge of the major functions of the particular department or Bureau including local, state, and federal regulations concerning the operations of the department or Bureau.

Ability to: plan, coordinate, direct and evaluate the work of subordinates; independently solve difficult and politically sensitive problems; confer and negotiate with regulatory agencies, communicate effectively and persuasively both orally and in writing.

#### **Experience and Training Guidelines:**

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

**Experience:** At least four years of managerial/administrative experience.

**Training:** Completion of a four-year college or university with a baccalaureate degree.

**Licenses:** Valid California License as a Registered Engineer  
Grade V Treatment Plant certificate or Wastewater Treatment  
Operator certificate issued by the State of California.

**Effective: 8/12/99**



CLASS TITLE: WATER DEPARTMENT ASSISTANT GENERAL MANAGER,  
OPERATIONS AND MAINTENANCE

CODE: 5164

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, acts as the principal assistant to the Water Department General Manager and Chief Engineer with direct responsibility for planning, maintenance and operation of all facilities, including land management and the production, quality, treatment, distribution and protection of water; assists in promoting public information and understanding of departmental operations; coordinates activities with other departments and outside agencies; acts for the General Manager and Chief Engineer in his absence; and performs related duties as required.

DISTINGUISHING FEATURES:

The 5164 Water Department Assistant General Manager, Operations and Maintenance, reports to the 5166 Water Department General Manager and Chief Engineer and has major responsibility for interpreting, developing, coordinating and executing policies and procedures for all Water Department operational and maintenance activities. The subject class is distinguished from class 5163 Water Department Assistant General Manager, Administrative, in that this latter class is responsible for budgetary, financial and general management support activities. The subject class is distinguished from class 5212 Principal Civil Engineer in that this latter class is responsible for all professional and technical engineering services in the Water Department, including design and construction.

The incumbent in the subject position has continuous contact with persons of high rank and standing, including responsible public officials, representatives of outside organizations and groups and departmental employees who may require high-level assistance concerning difficult negotiations or interpretations of policies, rules and regulations. This employee acts for the 5166 Water Department General Manager and Chief Engineer in his absence.

EXAMPLES OF DUTIES:

1. Assists in managerial and administrative direction of functions of the department, including operating and maintenance of all facilities such as dams, reservoirs, pumping stations, water treatment plants, shops, inventory, transmission lines and distribution system.
2. Assists in managerial and administrative direction of Water Department services, including planning, acquisition, construction, rehabilitation, reconstruction, additions, special studies and reports; serves as a consultant to professional engineers regarding design and construction of projects.
3. Directs the execution of established policies relative to control of water quality, water purification, water protection and water service.
4. Assists in managerial and administrative planning leading to special professional services and reports as well as a variety of complex departmental reports, statistics and tabulations; analyzes a wide variety of reports and statistics and makes recommendations thereon.
5. Participates in the preparation of annual budget estimates and assists in exercising administrative control of revenues and expenditures.
6. Maintains close contacts with all Federal and State legislation relative to water departments; patterns and develops local policies as they apply to water supply and department operations; may represent the department before various legislative and public bodies and organizations.
7. Assists in developing policies for improvement of services in order to increase efficiency and promote economy and maintain good public relations and to provide for future orderly growth and expansion of the department.

CLASS TITLE: WATER DEPARTMENT ASSISTANT GENERAL MANAGER,  
OPERATIONS AND MAINTENANCE

CODE: 5164

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree with major course work in civil or mechanical engineering, business administration, public administration, or a related field.

Requires at least twelve years of experience in progressively more responsible engineering, operational, maintenance, supervisory and administrative duties in the water supply and distribution field, preferably with a very large public water works organization, of which at least six years shall have been in a responsible administrative capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive practical working knowledge of: Water works administration, maintenance and operation; water resources development, watershed control, water treatment plants and processes and complete transmission and distribution systems; the techniques of sound organization and administration.

Requires considerable ability to: Manage a large water utility organization effectively; analyze management, operational and maintenance problems and to recommend, direct, prepare and accomplish sound solutions to such problems; speak effectively before individuals and groups; establish and maintain good employee and public relations.

License: Requires possession of a valid State Motor Vehicle Operator's License.

PROMOTIVE LINES:

To : 5166 Water Department General Manager and Chief Engineer

From: 5156 Peninsula Division Manager  
5160 City Distribution Division Manager  
5162 Water Purification Division Manager  
5212 Principal Civil Engineer

Amended: 10/23/67

Retitled & Amended: 1/20/75

CLASS TITLE: Deputy General Manager, Operations and Maintenance,  
Water Department

CODE: 5165

#### CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, acts as the principal assistant to the Water Department General Manager and Chief Engineer with direct responsibility for planning, maintenance and operation of all facilities, including land management and the production, quality, treatment, distribution and protection of water; assists in promoting public information and understanding of departmental operations; coordinates activities with other departments and outside agencies; acts for the General Manager and Chief Engineer in his absence; and performs related duties as required.

#### DISTINGUISHING FEATURES:

The Water Department Deputy General Manager, Operations and Maintenance, reports to the 5166 Water Department General Manager and Chief Engineer and has major responsibility for interpreting, developing, coordinating and executing policies and procedures for all Water Department operational and maintenance activities.

The incumbent in the subject position has continuous contact with persons of high rank and standing, including responsible public officials, representatives of outside organizations and groups and departmental employees who may require high-level assistance concerning difficult negotiations or interpretations of policies, rules and regulations. This employee acts for the 5166 Water Department General Manager and Chief Engineer in his absence.

#### EXAMPLES OF DUTIES:

1. Assists in managerial and administrative direction of functions of the department, including operating and maintenance of all facilities such as dams, reservoirs, pumping stations, water treatment plants, shops, inventory, transmission lines and distribution system.
2. Assists in managerial and administrative direction of engineering services for the Water Department, including planning, acquisition, construction, rehabilitation, reconstruction, additions, special studies and reports; serves as a consultant to professional engineers regarding design and construction of projects.
3. Directs the execution of established policies relative to control of water quality, water purification, water protection and water service.
4. Assists in managerial and administrative planning leading to special professional services and reports as well as a variety of complex departmental reports, statistics and tabulations; analyzes a wide variety of reports and statistics and makes recommendations thereon.
5. Participates in the preparation of annual budget estimates and assists in exercising administrative control of revenue and expenditures.



6. Maintains close contacts with all Federal and State legislation relative to Water Departments; patterns and develops local policies as they apply to water supply and department operations; may represent the department before various legislative and public bodies and organizations.

7. Assists in developing policies for improvement of services in order to increase efficiency and promote economy and maintain good public relations and to provide for future orderly growth and expansion of the department.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree with major course work in civil or mechanical engineering, or a related field.

Requires at least ten years of experience in progressively more responsible engineering, operational, maintenance, supervisory and administrative duties in the water supply and distribution field, preferably with a very large public water works organization, of which at least five years shall have been in a responsible administrative capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive practical working knowledge of: Water works administration, maintenance and operation; water resources development, watershed control, water treatment plants and processes and complete transmission and distribution systems; water facilities construction design and engineering; the techniques of sound organization and administration.

Requires considerable ability to: Manage a large water utility organization effectively; analyze management, operational and maintenance problems and to recommend, direct, prepare and accomplish sound solutions to such problems; speak effectively before individuals and groups; establish and maintain good employee and public relations.

License: Requires registration as a professional engineer in the State of California and possession of a valid State Motor Vehicle Operator's License.

ADOPTED: 1-9-84





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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**CLASS TITLE: Assistant General Manager, PUC**

**CODE: 5166**

**DEFINITION:**

Subject to general administrative direction, acts at level of senior executive assistant to the General Manager of Utilities in assigned areas of responsibility. Positions in this class are assigned to an area of responsibility in either administration or operations. The operations position has multidivisional responsibility for the Public Utilities Commission's four operating divisions, including emergency preparedness and the emergency response team, workers' compensation and records management systems; the administration position has responsibility for the bureaus of finance, administration, management information services and customer service and is responsible for development and implementation of human resources information and financial management reporting systems.

**DISTINGUISHING FEATURES:**

Positions serve as direct assistants to the General Manager and assist in the day-to-day management of the Public Utilities Commission. Positions are exempt from Civil Service and serve at the pleasure of the General Manager.

**SUPERVISION EXERCISED:**

Coordinates operational and administrative functions on behalf of General Manager with managers of different divisions, bureaus and support personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

1. Assists the General Manager to establish goals and objectives for assigned areas of responsibility which span multiple divisions.
2. Assists the General Manager in the formulation of work programs, assignment, scheduling and review of programmatic activities and work production control; functions as advisor on administrative or operational issues.
3. Works with senior staff, PUC staff and management to coordinate activities, and to establish and enforce interdepartmental performance expectations.
4. Coordinates agenda items presented to the Public Utilities Commission.
5. Assists the General Manager in the overall administration of the department; represents the Public Utilities Commission and the General Manager before boards and commissions as required.
6. The operations assistant is responsible for the development and implementation of interdivisional programs such as emergency preparedness and emergency response team, safety issues, workers' compensation and records management systems.
7. The administration assistant is responsible for the development and implementation of human resources and management reporting systems.

**DESIRABLE QUALIFICATIONS:**

**Experience and Training Guidelines:** Any combination of experience and training that could provide the required knowledge and abilities may be qualifying.

**Training and Experience:** Requires completion of a four-year college or university with a baccalaureate degree and course work as specified in the job announcement. Specific requirements will depend upon the area of assignment.

**Knowledge, Abilities and Skills:** Requires the ability to exercise exceptional administrative ingenuity, independent analysis, adaptability and judgment on matters of utility management. Requires the ability to plan, organize and direct the activities of assigned organizations, to analyze technical and administrative problems, and to recommend solutions to such problems. Requires the ability to work collaboratively and to communicate well orally and in writing.

Specific knowledge, abilities and skills will be specified in the job announcement depending on the anticipated assignment.

Positions exempt from examination under provisions of Charter Section 10.104.6.

Retitled and Amended: 12/10/97

Amended to reflect the department's reorganization of administrative responsibilities.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: STREET CLEANING AND PLANTING SUPERINTENDENT

CODE: 5170

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, acts as administrative head of the bureau of street cleaning; directs, through subordinate supervisory personnel, all street cleaning, planting and refuse collection activities; and performs related duties as required.

Requires responsibility for: developing, coordinating and executing policies, methods and procedures related to all activities and services of the street cleaning bureau; making responsible contacts with the general public and representatives of other departments on street cleaning and clean-up problems and activities operations; over-all supervisory responsibility for the preparation and maintenance of bureau activities and operational records and reports; exercises considerable initiative and judgment in planning all street cleaning activities and services.

EXAMPLES OF DUTIES:

1. Plans and supervises all activities involved in cleaning city streets, tunnels, yard areas and related city-owned properties; assigns and directs the inspection and review of all street cleaning activities; initiates, organizes and reviews the development of work programs for the bureau staff.
2. Develops, interprets and enforces rules, regulations and policies affecting all street cleaning and street planting activities; prepares or directs the preparation of correspondence regarding complaints, requests or inquiries from the general public or other agencies relative to street cleaning activities; prepares or supervises the preparation of the bureau's annual report and annual budget; prepares and directs the preparation of street cleaning estimates of cost for work to be performed for other bureaus or departments.
3. Attends meetings of neighborhood organizations and other groups regarding matters affecting street cleaning and related activities.
4. Supervises requisitioning of all materials, supplies and equipment for street cleaning services and activities, including special types of mechanical equipment.
5. Consults with representatives of other departments in other municipalities regarding mutual problems.
6. Is responsible for motorized cleaning equipment being properly maintained and replacements ordered when necessary; supervises scheduling of repainting of automotive vehicles engaged in street cleaning activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively responsible experience in street cleaning and refuse collection work, including four years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: the methods, procedures, tools and equipment used in street cleaning and refuse collection work; city ordinances and departmental rules and regulations governing street cleaning, refuse collection and trash disposal work.

Requires ability to: plan, assign, supervise and inspect the work of subordinates; read and analyze activities and operational reports and records and make appropriate evaluations and appraisals and draw conclusions therefrom; devise new work methods and procedures for sanitation activities; deal courteously and effectively with general public and other departmental officials.

Requires considerable skill in the application of modern management and sanitation techniques to practical operational problems.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Street Cleaning General Foreman



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

CLASS TITLE: STREET REPAIR ASSISTANT SUPERINTENDENT

CODE: 5171

CHARACTERISTICS OF THE CLASS:

Under general direction, assists in directing the maintenance and repair of all city streets, sidewalks, curbs and gutters; assists in directing the maintenance and operations of all city movable bridges, tunnels, underpasses and overcrossings; and performs related duties as required.

Requires responsibility for: interpreting, coordinating and assisting in the development of methods and procedures relative to the reconstruction, maintenance and repair of city streets and sidewalks; making contacts with other departmental personnel, the general public and outside organizations in connection with street reconstruction and maintenance activities; assisting in or preparing, checking, and reviewing important and detailed operation reports on street reconstruction and maintenance activities.

EXAMPLES OF DUTIES:

1. Assists in planning and directing all operations in connection with the maintenance, repair and improvement of city streets, gutters, curbs, retaining walls and other pedestrian and vehicle thoroughfares, including tunnels and movable bridges.
2. Assists in investigating complaints and requests from the public and other departments and confers with superintendent; designates appropriate action necessary to subordinate personnel; confers with and conducts correspondence with city officials and outside agencies in connection with street maintenance, repair and improvements.
3. Assists in coordinating the development of street research and reconstruction programs with other construction projects.
4. Assists in requisitioning or approving the requisitioning of materials, supplies and equipment, including the preparation of specifications for such materials, supplies and equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least seven years of progressively responsible experience in the construction, maintenance and repair of streets and highways, including three years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: asphalt and concrete construction, maintenance and repair operations in relation to streets, sidewalks, curbs and gutters; materials, tools and equipment in such construction and maintenance work.

CLASS TITLE: STREET REPAIR ASSISTANT SUPERINTENDENT  
(Continued)

CODE: 5171

Requires ability to: plan, organize and direct the work of subordinate employees; maintain records and prepare reports; establish and maintain effective working relationships with the general public and other departmental personnel.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: Street Repair Superintendent

From: Street Repair General Foreman

Adopted 5/10/62

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

CLASS TITLE: STREET REPAIR SUPERINTENDENT

CODE: 5172

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, is responsible for the maintenance and repair of all city streets, sidewalks, curbs, and gutters; directs the maintenance and operations of all city movable bridges, tunnels, underpasses and overcrossings; and performs related duties as required.

Requires responsibility for: developing, interpreting and coordinating methods and procedures relative to the reconstruction, maintenance and repair of city streets and sidewalks; making regular contacts with other departmental personnel, the general public and outside organizations in connection with street reconstruction and maintenance activities; preparing, checking and reviewing important and detailed operation reports on street reconstruction and maintenance activities.

EXAMPLES OF DUTIES:

1. Plans and directs all operations in connection with the maintenance, repair and improvement of city streets, gutters, curbs, retaining walls and other pedestrian and vehicle thoroughfares, including tunnels and movable bridges.

2. Investigates complaints and requests from the public and other departments and designates appropriate action necessary to subordinate personnel; confers and conducts correspondence with city officials and outside agencies in connection with street maintenance, repair and improvements.

3. Coordinates the development of street research and reconstruction programs with other construction projects.

4. Requisitions or approves the requisitioning of materials, supplies and equipment including the preparation of specifications for such materials, supplies and equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of high school, supplemented by at least eight years of progressively responsible experience in the construction, maintenance and repair of streets and highways, including four years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: asphalt and concrete construction, maintenance and repair operations in relation to streets, sidewalks, curbs and gutters; materials, tools and equipment utilized in such construction and maintenance work.

Requires considerable ability to: plan, organize and direct the work of subordinate personnel; maintain records and prepare reports; requires considerable ability to establish and maintain effective working relationships with the general public and other departmental personnel.

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES: To: No normal lines of promotion.

From: Street Repair Assistant Superintendent.



**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

APR - 5 2001

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**JOB CODE TITLE: STREET ENVIRONMENTAL SERVICES  
ASSISTANT SUPERINTENDENT**

**JOB CODE: 5173  
Business Code: COMMN**

**Definition:**

Under general direction, provides highly complex and responsible assistance to the Superintendent of the Bureau of Street Environmental Services at the Department of Public Works; manages second level supervisory personnel who are engaged in directing the activities of street cleaning, urban forestry and landscaping, graffiti abatement, and refuse collection; has responsibility for analysis, development, review, and enforcement of Bureau methods, policies and procedures; assumes responsibility for budget preparation, cost estimation, personnel matters, safety and training programs, and service contracts; conducts field inspections of work performed; represents the department to outside entities; and responds to inquiries, requests and complaints; performs related duties as required.

**Distinguishing Features:**

Acts on behalf of the Superintendent and assists in the administration of the Bureau of Street Environmental Services. This position supervises the activities of second level supervisors who are engaged in activities relevant to street environmental services.

**Supervision Exercised:**

This is a third level supervisory classification that has responsibility for supervision of second level supervisors.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Assists in establishing priorities and in developing, implementing, reviewing, interpreting, and administering operating procedures, rules, regulations, policies and procedures.
2. Supervises and evaluates second level supervisors who are engaged in the activities of street cleaning, urban forestry and landscaping, graffiti abatement, refuse collection, and the management of a fleet of motorized vehicles.
3. Administers and coordinates functions related to personnel activities for the bureau.
4. Represents the department to legislative bodies, city departments, community organizations, contractors, and the public.
5. Prepares or directs the preparation of the response to inquiries, requests or complaints.
6. Directs and monitors the activities of the bureau's safety and training programs.
7. Prepares and administers the bureau's annual budget, as well as cost estimates of work performed for other bureaus or departments.
8. Assists in directing the preparation of requests for proposals (RFPs) and contracts.
9. Oversees the requisitioning and storekeeping of materials, supplies, and equipment.



10. Conducts field inspections to ensure that work performed meets standards and codes.
11. Drives a motor vehicle to meeting, seminars, and field inspections.
12. Uses a computer to keep records in a data base and communicate with others through email or word processing functions.
13. May prepare requests for proposals (RFPs) and contracts for services by or for the bureau.
14. Performs related duties as required.

**Job-related and Essential Qualifications:**

Knowledge of: methods, procedures, laws, codes and ordinances related to street cleaning; urban forestry and landscaping; code enforcement related to streets, buildings or facilities; graffiti abatement; refuse collection; custodial maintenance management; vehicle fleet management related to street construction, maintenance and repair; street and sewer construction, maintenance and repair; building or facility construction, maintenance and repair; occupational hazards and procedures for accident prevention; budgeting and personnel procedures and practices; and basic computer literacy.

Ability to: interpret policy; plan, control, develop, and evaluate resources; define and achieve bureau goals and objectives; plan, direct and evaluate the activities of second level supervisors; communicate effectively, both orally and in writing; promote and maintain effective working relationships; use a computer; operate a motor vehicle; stand and walk for prolonged periods on uneven ground; climb stairs or ladders; bend the knees and back; and lift approximately 50 lbs. in the course of performing worksite inspections.

**Experience and Training Guidelines:**

Two years of experience as a second level supervisor or manager in the operation or activities of streets, facilities, or buildings. Qualifying experience must be in the areas of street cleaning; urban forestry and landscaping; code enforcement related to streets, facilities or buildings; graffiti abatement; refuse collection; custodial maintenance management; vehicle fleet management related to street construction, maintenance and repair; street and sewer construction, maintenance and repair; or building or facility construction, maintenance and repair; AND

Possession of a valid driver license; AND

Ability to stand and walk for prolonged periods on hilly or uneven ground; to climb up and down stairs, or ladders of approximately 25 feet; to bend the knees and back, and to lift objects weighing up to 50 lbs., in the course of performing field inspections. (This requirement will be evaluated during the probationary period.)

**Effective Date: 6/2/66**

**Amended Date: 3/21/01**

**Reason for Amendment:**

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

CLASS TITLE: ADMINISTRATIVE ENGINEER

CODE: 5174

CHARACTERISTICS OF THE CLASS:

Under general direction, performs difficult and responsible technical and administrative engineering work in connection with a wide variety of engineering projects and programs; and performs related duties as required.

Requires responsibility for: interpreting, coordinating and carrying out: existing methods and procedures relative to engineering programs and projects; making regular contacts with other departmental personnel, outside organizations and the general public in connection with the interpretation and explanation of engineering programs and projects; and preparing a wide variety of detailed technical and administrative reports and records relating to engineering projects and programs.

EXAMPLES OF DUTIES:

1. Reviews and analyzes monthly construction reports in determining progress payments.
2. Reviews and analyzes requests for time extension on construction and makes recommendations thereon; prepares modifications of contracts.
3. Reviews and analyzes change orders for determining nature and validity of extra work costs and credits.
4. Reviews final construction reports in determining final payment amounts.
5. Prepares a wide variety of technical and administrative reports on engineering projects, proposed legislation and planning affecting engineering projects and programs.
6. Participates in the preparation of departmental budgets; prepares budget explanation sheets in support of a wide variety of capital improvement projects.
7. Assembles data and information and prepares draft amendments to the municipal code; prepares draft recommendations for state legislation affecting engineering activities and projects.
8. Reviews and prepares contract change orders.
9. Prepares a wide range of correspondence and reports relative to complaints and requests for information on various engineering projects and programs; investigates complaints referred by city officials and outside agencies and reports on findings and proposed course of action to resolve such complaints.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree in one of the major fields of engineering.

Requires six years of progressively responsible experience in the administrative, design, planning and construction of engineering projects, including two years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

CLASS TITLE: ADMINISTRATIVE ENGINEER (Continued)

CODE: 5174

Knowledge, Abilities and Skills: Requires considerable knowledge of: engineering methods, practices and procedures; modern management techniques; municipal engineering programs and departmental organization and procedure.

Requires considerable ability to: prepare a wide variety of detailed and complex records, reports and correspondence in connection with engineering projects and programs; meet and consult with professional engineering personnel, the general public and outside organizations relative to engineering projects and similar matters; deal effectively and courteously with all levels of management and the general public; and evaluate complex problems and make sound recommendations for their solution.

Requires considerable skill in the application of administrative and engineering techniques and procedures to practical operating problems.

PROMOTIVE LINES:

To: Senior Civil Engineer

From: Associate Civil Engineer

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DIRECTOR, BUREAU OF SAFETY,  
PUBLIC UTILITIES COMMISSION

CODE: 5175

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, plans, develops, reviews and directs a comprehensive program of operational and industrial safety for the Municipal Transit System, the Water Department and the Hetch Hetchy Project; investigates and recommends on specific and more general aspects of safety factors; may supervise subordinates; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position classification is characterized by its responsibility for: the systematic identification, elimination and control of hazards; the development of safety programs; the enforcement of safety procedures and regulations in connection with utility operations and the incumbent acts as advisor to management on safety related matters and represents the Public Utilities Commission before governmental safety regulatory agencies or other bodies concerned with industrial and operational safety matters. This position exercises primary responsibility for compliance with all provisions of the California Occupational Safety and Health Act (OSHA).

EXAMPLES OF DUTIES:

1. Directs and participates in investigations and surveys of plants, facilities and buildings; evaluates fire, electrical mechanical, structural or other potentially hazardous conditions; observes work activities on an ongoing basis for potentially hazardous work methods and procedures and recommends improvements.
2. Establishes department-wide safety training programs for all operating and maintenance personnel including supervisors, foremen and team leaders; provides for appropriate courses of instruction in safety procedures; develops a variety of training materials, including manuals, bulletins and written procedures in this connection.
3. Recommends on the removal from service or operation unsafe machinery, electrical services, automotive equipment and machinery and orders appropriate repairs, alterations or replacement of such; in this connection, prepares detailed cost estimates for the correction of unsafe working or operating conditions and participates in the preparation of budgetary requests.
4. Organizes, conducts and participates in regularly scheduled safety meetings with workers, supervisors and management personnel; develops and directs a formalized safety training program.
5. Maintains current information in the field of industrial and occupational safety as it applies to the work activities of the various utilities; keeps informed on State, Federal and local legislation relating to transportation, industrial and occupational safety.
6. Participates in the investigation of accidents and cooperates with operating and management personnel in determining causes of accidents; recommends appropriate corrective action; prepares reports of investigations for management, legislative bodies and industrial safety agencies.

CLASS TITLE: DIRECTOR, BUREAU OF SAFETY,  
PUBLIC UTILITIES COMMISSION

CODE: 5175

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a 4 year college or university and possession of a baccalaureate degree in engineering supplemented by 5 years experience as a professional engineer in a position involving considerable responsibility for industrial and/or operational safety. Such experience must have included the planning and conduct of safety training programs, inspection of equipment and related safety activities.

Knowledges, Abilities and Skills: Requires a comprehensive knowledge of: the theory and practice of modern industrial safety, particularly as applicable to public transit, mechanical maintenance and repair, electric power transmission and water distribution activities; electrical, mechanical and structural factors affecting industrial safety; Federal, State and local legislation relating to safety practices and procedures.

Requires the ability to: plan, revise and carry out a comprehensive program in industrial safety including personnel training, inspection and correction of unsafe conditions; deal effectively with employees, supervisors and managers in carrying out safety programs and procedures; write and speak clearly.

Licenses: Requires registration by the state of California as a Professional Safety Engineer.

Position exempt from Civil Service examination and appointment provisions of the Charter (section 3.593).

NEW CLASS

ADOPTED: 2/7/77



## CHARACTERISTICS OF THE CLASS:

Under general administrative direction, performs difficult and responsible professional engineering and administrative work in connection with the valuation of public utilities for taxation condemnation and rate making purposes; may plan, assign and supervise the work of subordinate personnel engaged in such work; and performs related duties as required.

Requires major responsibility for: assisting in originating, developing and coordinating techniques and methods relative to utility valuation and rate setting matters; making regular important contacts with city and other governmental officials and responsible members of outside organizations and the general public in connection with valuation and rate-making activities; and the preparation and review of important and complex technical data, records and reports relative to valuation and rate activities.

## EXAMPLES OF DUTIES:

1. Plans, directs and prepares valuations of public utility corporations for condemnation, taxation or rate-making for presentation before the public utilities commission or federal courts.
2. Prepares studies and reports on costs of public utility properties, railroads and bus companies for rate-making purposes; studies and tests the validity of utility operating and maintenance expenses, depreciation practices, working capital and other allowances relative to determining rates and returns.
3. Consults with and advises the city attorney and his staff on problems of public utilities economic operations, engineering, taxation and franchises and regulatory practices.
4. Represents the city attorney's office at technical engineering conferences with the public utilities commission and at similar hearings before the commission.
5. Prepares technical analyses in connection with the negotiations of and letting of franchises and makes recommendations regarding the terms and conditions on which franchises should be granted.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in one of the general fields of engineering.

Requires eight years of progressively responsible engineering experience related to utility valuation and rate setting activities, including four years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: modern engineering practices and techniques, particularly as applicable to the valuation, rate setting and related aspects of public utilities; all laws, ordinances and regulations relating to public utilities operations, valuations, rate-setting and franchises-letting; and regulatory powers and practices of the public utilities commission.

CLASS TITLE: CHIEF VALUATION AND RATE ENGINEER (Continued)

CODE: 5176

Requires considerable ability to: prepare detailed and complex studies and analyses and to interpret and make sound recommendations in connection with such analyses; consult with professional engineering, legal and private officials on valuation and rate-setting problems; and plan, assign and direct the activities of subordinate personnel.

License: Requires registration as a professional engineer in the State of California.

PROMOTIVE LINES:

To:

From: Original Examination

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SAFETY OFFICER

CODE: 5177

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, plans, develops, reviews and directs a comprehensive program of operational and industrial safety for the Municipal Transit System, the Water Department and the Hetch Hetchy Project; investigates and recommends on specific and more general aspects of safety factors; may supervise subordinates; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position classification is characterized by its responsibility for: the systematic identification, elimination and control of hazards; the development of safety programs; the enforcement of safety procedures and regulations in connection with utility operations and the incumbent acts as advisor to management on safety related matters and represents the Public Utilities Commission before governmental safety regulatory agencies or other bodies concerned with industrial and operational safety matters. This position exercises primary responsibility for compliance with all provisions of the California Occupational Safety and Health Act (OSHA).

EXAMPLES OF DUTIES:

1. Directs and participates in investigations and surveys of plants, facilities and buildings; evaluates fire, electrical mechanical, structural or other potentially hazardous conditions; observes work activities on an ongoing basis for potentially hazardous work methods and procedures and recommends improvements.
2. Establishes department-wide safety training programs for all operating and maintenance personnel including supervisors, foremen and team leaders; provides for appropriate courses of instruction in safety procedures; develops a variety of training materials, including manuals, bulletins and written procedures in this connection.
3. Recommends on the removal from service or operation unsafe machinery, electrical services, automotive equipment and machinery and orders appropriate repairs, alterations or replacement of such; in this connection, prepares detailed cost estimates for the correction of unsafe working or operating conditions and participates in the preparation of budgetary requests.
4. Organizes, conducts and participates in regularly scheduled safety meetings with workers, supervisors and management personnel; develops and directs a formalized safety training program.
5. Maintains current information in the field of industrial and occupational safety as it applies to the work activities of the various utilities; keeps informed on State, Federal and local legislation relating to transportation, industrial and occupational safety.
6. Participates in the investigation of accidents and cooperates with operating and management personnel in determining causes of accidents; recommends appropriate corrective action; prepares reports of investigations for management, legislative bodies and industrial safety agencies.

CLASS TITLE: SAFETY OFFICER

CODE: 5177

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a 4 year college or university and possession of a baccalaureate degree in engineering supplemented by 5 years experience as a professional engineer in a position involving considerable responsibility for industrial and/or operational safety. Such experience must have included the planning and conduct of safety training programs, inspection of equipment and related safety activities.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: the theory and practice of modern industrial safety, particularly as applicable to public transit, mechanical maintenance and repair, electric power transmission and water distribution activities, electrical, mechanical and structural factors affecting industrial safety; Federal, State and local legislation relating to safety practices and procedures.

Requires the ability to: plan, revise and carry out a comprehensive program in industrial safety including personnel training, inspection and correction of unsafe conditions; deal effectively with employees, supervisors and managers in carrying out safety programs and procedures; write and speak clearly.

Licenses: Requires registration by the state of California as a Professional Safety Engineer.

PROMOTIVE LINES:

TO: To Be Determined

FROM: Original Entrance Examination

ADOPTED: July 18, 1977

(Abolishes class 5175 Director, Bureau of Safety, Public Utilities Commission)

CLASS TITLE: ASSISTANT SUPERINTENDENT, PROPERTY CONSERVATION

CODE: 5178

## CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans, organizes and directs several housing code enforcement activities involving systematic, areawide and citywide abatement programs of the Division of Apartment House and Hotel Inspection and the Property Conservation Division; coordinates the work of these divisions with those of other city, state and federal agencies engaged in related activities; and performs related duties as required.

## DISTINGUISHING FEATURES:

The Assistant Superintendent, Property Conservation is responsible for overall administration of Property Conservation Division and Apartment House and Hotel Inspection Divisions. The incumbent of this position is responsible for evaluating and developing input to all local, state and federal conservation related legislation; responsible for upgrading and improving housing and enforcement data systems and developing training programs for conservation and rehabilitation activities.

## EXAMPLES OF DUTIES:

1. Plans, organizes and administers a comprehensive program necessary to the enforcement of the housing code and related laws and ordinances, including the applicable portions of the building, plumbing and electrical codes as they relate to rehabilitation programs, abatement and Division of Apartment and Hotel Inspection activities; formulates and directs the execution of policies relating to these inspection programs and the equitable enforcement of related legal requirements.

These activities encompass assignment and supervision of the work of supervisory personnel engaged in overseeing field staff personnel in inspection, report preparation, preparation of specifications, cost estimates, bids and contracts necessary to meet the legal financial requirements of the federal, state and city programs such as FACE\*, RAP\* and Abatement.

2. Recommends changes in legislation with regard to the housing codes and conservation/rehabilitation programs at local, state and federal level.

3. Personally reviews and conducts meetings, acting as arbitrator on behalf of Superintendent, concerning matters/conflicts involving inspectors, contractors, tenants, owners, etc., when conflicts arise with existing codes, differences in contract interpretations, claims of unsatisfactory workmanship, etc., and makes recommendations for resolving such problems.

4. Reviews and evaluates survey reports; acts on behalf of Superintendent in discussions with representatives of other agencies concerning the establishment of policies related to conservation and housing code enforcement programs throughout the city.

5. Administers, reviews and develops improvements in methods and procedures in work to be performed in connection with federal programs (e.g., FACE) and state and city/county programs (e.g., RAP), including relocation service, public improvement planning and implementation and rehabilitation financing assistance, systematic code enforcement programs (DAHI), etc.

6. Represents/assists the Superintendent of Building Inspection at governmental and private committee meetings dealing with various conservation code enforcement problems.



## EXAMPLES OF DUTIES: (contd)

7. Establishes operational procedures and policies and directs the preparation of questionnaires, letters and other materials to be used in connection with conservation code enforcement activities under his control.

8. Prepares public information releases, reports and makes public appearances in explaining and discussing the conservation/code enforcement programs and their application to the city.

\*FACE-Federally Assisted Code Enforcement Program

\*RAP -Rehabilitation Assistance Programs (not federally supported)

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in city planning, civil engineering, architecture, public health (with State of California license as sanitarian) or public administration.

Requires 12 years of progressively responsible experience in planning, programming and implementation of housing code enforcement and rehabilitation, including 8 years of responsible administrative experience 5 years of which shall have been with administrative operation of housing code enforcement, conservation or rehabilitation programs involving state, federal or locally assisted loan programs; or an equivalent combination of training and experience. A masters degree in public administration may be considered for 2 years of the administrative experience in an assisted loan program.

Knowledge, Abilities and Skills: Requires considerable knowledge of: The laws, procedures and techniques relating to housing code enforcement and abatement activities and assisted loan programs; regulations, ordinances, legal and financial aspects of property conservation programs.

Requires unique ability to: Administer a large, diversified staff of technical, inspectional, financial and other particularly skilled personnel in property conservation programs; supervise the preparation of reports, papers and records in said programs; speak and provide testimony on property conservation and code enforcement activities; supervise the development and implementation of diversified training programs for property conservation and housing code enforcement activities; develop and maintain contacts with other agencies involved in housing, conservation and rehabilitation fields including local, state and federal levels at top policy making levels.

Requires considerable skill in analyzing legislation involving housing code enforcement and rehabilitation; in preparing programs for implementation of said activities.

## PROMOTIVE LINES:

To : To be determined

From: 5286 Administrator, Property Conservation Division

Adopted:

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT SUPERINTENDENT, BUILDING INSPECTION

CODE: 5179

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, directs the activities and training of subordinate personnel engaged in one of the Bureau of Building Inspection program areas; develops, implements, and maintains policies, procedures and productivity standards for the assigned program; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in this class report to the Deputy Superintendent, Building Inspection, and are responsible for overall administration and implementation of a program such as Construction Inspection, Mechanical Inspection, Property Conservation, Permit Processing and Issuance, or Management and Fiscal Administration.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Plans, organizes and administers a comprehensive program to enforce applicable codes, laws, ordinances and policies in an area such as construction inspection, mechanical inspection, property conservation, and permit processing and issuance; in the management and fiscal administration program, plans, organizes and administers the activities of the divisions of records management, management information systems, public services, disability access services and administrative services.

2. Interprets and explains various codes, policies and procedures to staff, the construction industry and the general public, including the building, housing, mechanical, electrical and plumbing codes.

3. Recommends changes in legislation at the federal, state, and local levels affecting program implementation and enforcement, and to internal operating policies and procedures.

4. Represents the Superintendent at meetings with inspection staff, contractors, tenants and property owners to review and resolve disputes involving code interpretation and compliance.

5. Prepares cases for hearing by the Board of Permit Appeals and represents the bureau before various boards, commissions and committees.

6. In the Management and Fiscal Administration program, prepares and manages the bureau budget; acts as liaison to the Mayor, Board of Supervisors and the Controller regarding the development and administration of the bureau budget; analyzes bureau fee structures; directs general bureau management and administration functions such as purchasing, requisitioning, information systems, and bureau personnel record maintenance.

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## QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

General Knowledge, Abilities and Skills: Considerable knowledge of: legal and administrative procedures and techniques relating to interpretation and enforcement of various codes such as the building, housing, electrical and plumbing codes. The position in the Management and Fiscal Administration program requires considerable knowledge of budget administration, records management, and basic personnel administration concepts.

Considerable skill and ability to: plan, coordinate, direct and evaluate the work of a large, diversified staff; deal with politically sensitive code interpretation and enforcement issues involving contractors and property owners; and communicate effectively orally and in writing.

ADOPTED: 3/13/75

RETITLED AND AMENDED: 6/7/93

#4382c

SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES

CLASS TITLE: DEPUTY DIRECTOR, DEPARTMENT OF BUILDING INSPECTION

CODE: 5180

**DEFINITION:** Under general administrative direction, the Deputy Directors direct and administer the different divisions of the department; assist the Director in the development, coordination and implementation of the policies and procedures for the department to conform to the City Charter, Administrative Code, Federal, State, and City codes, related ordinances and laws; develop and administer the department budget; may act for the Director of Building Inspection in his/her absence; represent the department before boards, commissions and committees when necessary.

**DISTINGUISHING FEATURES:** Positions in this class accomplish work within a broad framework with sole authority and responsibility for one of the two programs: Inspection Services or Permit Processing and Administration. The two positions in this class administer the activities of the assigned program and report to the Director, Building Inspection. This is the second line over the supervisor in the Professional, Supervisory and Management class series.

**SUPERVISION EXERCISED:** Exercises administrative direction over managers of different divisions and support personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 7, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Assists the Director in the development of goals, objectives, policies and priorities for all departmental activities and assigned programs; ensures that the policies and procedures are in conformance with the City Charter, Administrative Code, Federal, State, City codes, related ordinances and laws.
2. Acts as general advisor to the Director; assists the Director in the formulation of the departmental work programs, the assignment, scheduling and review of programmatic activities and work production control
3. Provides interpretations of the various codes; reviews and recommends changes in legislation of the various codes.
4. Directs and reviews activities of the various divisions in the assigned program; develops and implements operational policies and procedures for the assigned program; ensures that the goals and objectives are met; recommends changes when necessary.
5. Develops and administers the budget for the assigned programs by analyzing and determining the needs of the program and monitoring the revenue and expenditure of the program; prepares and supervises the preparation of contracts for outside professional services.
6. Maintains liaison with other governmental agencies, civic groups, professional societies and general public to obtain financial and other support for the development and implementation of the different activities of the department.
7. Assists the Director in the overall administration of the department; may officially represent the Department of Building Inspection and the Building Inspection Commission before boards, commissions, and committees.
8. Assumes primary responsibility in the development and advancement of subordinates through training and effective use of employee development programs.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS** (As the current positions are exempt from examination under the provisions of Charter Section 3.750-2 the following qualifications are desirable)

**Knowledge of:**

comprehensive knowledge of the principles, practices, purpose, scope and techniques of building, housing, electrical, plumbing and mechanical codes, related ordinances and laws; a good working knowledge of the provisions of the City Charter and Administrative Code; knowledge of the principles and practices of budget development, administration, and personnel administration.

**Ability to:**

manage, supervise, train and coordinate diverse programs in the functional area of responsibility by planning, directing, and reviewing work of subordinate staff; analyze situations and recommend appropriate solutions; work effectively with various boards and commissions; deal tactfully and effectively with the media, general public, government officials, and professional and technical people and employees; establish and maintain effective working relationship with officials, members of other departments, civic organizations, agencies and the general public; communicate effectively both orally and in writing in formal and informal settings.

**EXPERIENCE AND TRAINING GUIDELINES:** Any combination of experience and training that could provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

**Experience:** Eight years of progressively responsible professional experience in building construction, plan checking and code enforcement; at least four years of this experience must be supervisory with two of the four years in the enforcement of building codes.

**Training:** Relevant education in construction management, architecture or civil engineering.

**License or Certificate:** May require the possession of, or the ability to obtain, a valid California Driver License.

**Special Requirements:** Essential duties may require the following physical skills and work environment: ability to work in a standard office environment.

The two existing positions are exempt from examination under the provisions of Charter Section 3.750-2. Any additional positions created in the future will be subject to examination.

**Effective:** 11/24/95



## SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES

CLASS TITLE: DIRECTOR, DEPARTMENT OF BUILDING INSPECTION

CODE: 5181

### DEFINITION:

Subject to the policy direction of the Building Inspection Commission, serves as administrative head of the Department of Building Inspection; exercises administrative direction and coordination through subordinates in the enforcement, administration, and interpretation of the City's housing, building, mechanical, electrical and plumbing codes. The Director is responsible for coordinating, approving, and executing policies and procedures related to plan check and inspection activities, programs and projects; conducting difficult negotiations; maintaining continued personal contacts; making presentations before boards, commissions, committees, administrative officials, community groups, media, and the general public; and directing the preparation, approval, review and maintenance of the city's codes to be in compliance with the federal and state regulations. As the Building Official for the City and County of San Francisco, the Director is responsible for interpreting the various codes and regulations.

**SUPERVISION EXERCISED:** Exercises functional supervision over the Department of Building Inspection personnel.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

According to Civil Service Commission Rule 7, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Plans, directs, manages and oversees the activities of the Department of Building Inspection; directs the coordination, development, and implementation of the different programs of the department; cooperates with other affected departments or agencies in such development and implementation.
2. Administers, interprets and implements policies and programs of the Building Inspection Commission; analyzes and makes recommendations on policy matters, programs and procedures.
3. Directs the development of a long-range and comprehensive building inspection program through research, analysis, and planning; develops and implements goals, objectives, policies and priorities for all department activities.
4. Recommends changes in legislation with regard to building, housing, mechanical, electrical and plumbing codes; conducts preliminary hearings with contractors, property owners, technical groups on recommended legislation.
5. Appears before the Building Inspection Commission, committees, the Board of Supervisors, other commissions, public agencies, organizations, community groups regarding construction/inspection code interpretations, policies and programs; represents the department and the Building Inspection Commission at various interdepartmental committees.
6. Reviews and makes recommendations on all matters heard by the Building Inspection Commission; directs the preparation of agenda for regular and special Building Inspection Commission meetings and reports; acts as a technical advisor to the Building Inspection Commission.
7. Reviews and recommends budget and makes presentations to the Commission, Mayor and the Board of Supervisors on budget matters; directs the maintenance of necessary records and reports.
8. Participates/assists in the development and advancement of subordinates through training and effective use of employee development program.
9. Serves as ex-officio member and acts as secretary for the Abatement Appeals Board, Access Appeals Commission, Board of Examiners, Building Code Advisory Committee, Seismic Investigation and Hazard Survey Advisory Committee, and Unreinforced Masonry Buildings Appeals Board.

**DESIRABLE QUALIFICATIONS:**

**Knowledge of:**

the principles, practices, purpose and scope of building, housing, electrical, plumbing and mechanical codes; the techniques and practices related to the enforcement of codes; the legal processes and consideration involved in prosecuting violations of the building construction code.

**Ability to:**

administer a department with diverse programs by planning, organizing, directing and reviewing work of subordinate staff; exercise exceptional administrative ingenuity, independent analysis, adaptability and judgment on various complex issues; deal tactfully and effectively with the press, general public, government officials, and professional and technical persons and employees; establish and maintain effective working relationships with officials, directors and members of other departments, civic organizations, agencies, and the general public; communicate effectively both orally and in writing.

**EXPERIENCE AND TRAINING GUIDELINES:** Any combination of experience and training that could provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

**Experience:** Ten years of progressively responsible professional experience in building construction, plan checking and code enforcement with six years of administrative experience in the enforcement of the Building Code and other Construction codes.

**Training:** Relevant educational background in construction management, civil engineering or architecture.

**License or Certificate:** May require the possession of, or the ability to obtain a valid California driver's license.

**Special Requirements:** Essential duties may require the following physical skills and work environment: ability to work in a standard office environment.

Position exempt from examination under the provisions of Charter Section 3.750-2.

**Effective:** 11/24/95

## SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS FOR  
ENGINEERING AND CITY ENGINEER

CODE: 5182

### CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, serves as the City Engineer and is responsible for the overall direction of the bureaus of engineering, architecture, and construction management. Performs highly responsible administrative and professional engineering work in connection therewith; at the request of the Director may plan, organize, coordinate and direct all internal and external phases of the City's Clean Water Program; may act for the Director of Public Works in case of absence; and performs related duties as required.

### DISTINGUISHING FEATURES:

This single-position classification reports to the Director of Public Works, and administers Charter responsibilities of the City Engineer. The incumbent has primary responsibility for the direction of architectural, engineering, construction management, and related activities and administration of the Department of Public Works .

### EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (Civil Service Rule 7)

1. Administratively plans, sets policy and directs major activities of the bureaus of Engineering, Architecture, Construction Management, and future work programs; directs the review and approval of contract plans, specifications, change orders and payments; prepares capital improvement programs and project budgets.

2. Directs the preparation of reports for management review on the probable effects on the City of various projects and programs proposed by local, regional and federal agencies; prepares recommendations on public improvements and the ways and means of financing work programs.

3. Confers with various officials and the public relative to complaints involving various technical projects and provides information on current and proposed projects and work programs; develops management potential of subordinate staff.

### DESIRABLE QUALIFICATIONS:

Knowledge, Abilities and Skills: Knowledge of: Municipal engineering and architecture, public works construction and operating problems; modern management and administration methods; and City organization and operations.

Ability to: Plan and direct the activities of several large public works bureaus; develop and disseminate policies and programs; represent the department, meet and consult with professional personnel, public and private officials and others on complex engineering, architectural and related administrative matters; review, analyze and exercise good judgment on complex professional public works administrative problems.

CLASS TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS FOR  
ENGINEERING AND CITY ENGINEER

CODE: 5182

License: Requires registration as a professional engineer in the State of California.

NOTE: This class is exempt from Civil Service examination under Section 3.510 of the Charter.

ADOPTED: 1/12/61

AMENDED: 12/18/78

RETITLED AND AMENDED: 4/20/92

#4304c

CLASS TITLE: DEPUTY SUPERINTENDENT, BUILDING INSPECTION

CODE: 5183

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## CHARACTERISTICS OF THE CLASS:

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Under general administrative direction, is responsible for directing the enforcement of existing building construction codes, laws and ordinances; assigns and directs the work of subordinate personnel engaged in these activities; and performs related duties as required.

## DISTINGUISHING FEATURES:

The Deputy Superintendent, Building Inspection is second in command to the Superintendent of Building Inspection and Property Conservation. The incumbent is directly responsible for administering the Permit Inspection Division and Plans Approval Division which includes responsibility for all code updating involving structural matters and structural approval evaluations as well as long-range planning of activities.

## EXAMPLES OF DUTIES:

1. Directs the activities of personnel engaged in the inspection and enforcement of building construction codes and the plan checking functions thereof.
2. Directs the review and analysis of existing codes and the preparation of structural code changes; new materials and new methods of construction approvals and code interpretations involving structural matters.
3. Coordinates building construction inspection activities with similar activities in other city departments and assists in resolving conflicts and the improvement of inspection procedures.
4. Confers and corresponds with architects, engineers, contractors, homeowners and others including technical and professional organizations regarding building construction code interpretations and applications.
5. In the absence of the Superintendent of Building Inspection and Property Conservation, acts as bureau head.
6. Personally reviews complex engineering plans and designs in cases when such plans seriously conflict with existing codes and makes recommendations for resolving such problems.
7. Directs the development of training programs for technical and professional personnel.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in civil engineering.

Requires 15 years of progressively responsible experience in structural designing and stress and force analysis of major building construction projects and related phases of civil engineering, of which 8 years shall have been at or above the Senior Civil Engineer level including 4 years of administrative experience involving an organization with several classes of work and at least 25 inspectional, technical and professional employees, or an equivalent combination of training and experience. A masters degree in public administration may be considered as equivalent to 2 years of the administrative experience. A registered civil engineer qualified to use the title of Structural Engineer may be considered as having the equivalent of 1 year of the administrative experience.



## MINIMUM QUALIFICATIONS: (contd)

Knowledge, Abilities and Skills: Requires considerable knowledge of administration and civil engineering methods, techniques and practices, particularly as related to the enforcement and application of building construction codes; the legal and administrative processes and considerations involved in prosecuting violations of the building construction codes.

Requires unique ability to: Plan and direct a building construction codes program and assist in formulating uniform policies and standards for the enforcement of building construction codes; meet and consult with professional personnel and private officials on code problems; establish and maintain effective working relationships with other public agency officials, contractors, architects and engineers and others in connection with building construction inspection activities.

License: Requires registration as a professional engineer in the State of Calif.

## PROMOTIVE LINES:

To : 5184 Superintendent of Building Inspection and Property Conservation

From: 5210 Senior Civil Engineer

5179 Assistant Superintendent, Building Inspection Administration

Amended & Retitled:

(Abolishes class 5183 Building Inspection Assistant Superintendent)

CLASS TITLE: SUPERINTENDENT OF BUILDING INSPECTION  
AND PROPERTY CONSERVATION

CODE: 5184

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, is responsible for directing a comprehensive code enforcement program of building construction codes, laws and ordinances, including property conservation activities consisting of areawide rehabilitation programs using local, state and/or federal funds; abatement activities citywide and systematic Housing Code enforcement programs; plans, assigns and directs the work of subordinate personnel engaged in these activities; and performs related duties as required.

DISTINGUISHING FEATURES:

The Superintendent of Building Inspection and Property Conservation is responsible for managing the Bureau of Building Inspection which includes the Property Conservation Division and the Central Permit Bureau in the Department of Public Works. The incumbent is responsible for planning and directing a comprehensive building inspection and property conservation program and formulating and applying uniform policies and standards for the enforcement of building construction codes.

EXAMPLES OF DUTIES:

1. Plans, organizes and directs a comprehensive program of building inspection necessary to the enforcement of building construction codes, laws and ordinances, including building, housing, plumbing and electrical codes; formulates and directs the execution of policies relating to the building inspection program and the equitable enforcement of related legal requirements.

2. Directs and participates in the review and revision of existing building construction codes; confers with architects, engineers, contractors and other professional personnel in connection with building construction code application to complicated projects; directs the coordination of building inspection activities with similar activities in other city departments and assists in resolving conflicts and the improvement of inspection procedures.

3. Recommends changes in legislation with regard to building construction and housing codes; conducts preliminary hearings with contractors, technical and property owner groups on recommended legislation; appears before the Board of Supervisors on legislative changes in the codes.

4. Confers, participates in and corresponds with various technical and professional personnel, organizations and societies regarding engineering design, property conservation and building construction code interpretations.

5. Personally reviews complex engineering plans and designs in cases when such plans seriously conflict with existing building construction codes and makes recommendations for resolving such problems.

6. Attends and speaks before a variety of groups, organizations and associations relative to the property conservation programs.

7. Approves or disapproves the use of new building construction materials and construction methods in cases not specifically covered in the building codes; may approve alternate forms of construction.

EXAMPLES OF DUTIES: (contd)

8. Recommends changes in state and federal legislation involving property conservation and code enforcement; appears before committees hearing such legislation and works with legislative staff to draft such legislation.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree, with major course work in civil engineering.

Requires 20 years of progressively responsible experience in structural designing and stress and force analyses of major building construction projects and related phases of civil engineering, including 10 years experience at or above the level of Senior Civil Engineer of which shall be 5 years of responsible administrative experience at Assistant Superintendent level in Bureau of Building Inspection and Property Conservation; or an equivalent combination of training and experience.

A masters degree in public administration may be considered as 2 years administrative training. The Deputy Superintendent of Building Inspection shall be deemed to qualify for the 5 years administrative experience after completion of 2 years in that position.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: Civil Engineering methods, techniques and practices, and the strength, characteristics and uses of construction materials, particularly as related to the enforcement and application of the building construction codes; the legal processes and consideration involved in prosecuting violations of the building construction codes.

Requires unusual ability to: Plan and direct a comprehensive building inspection program and property conservation programs and formulate and apply uniform policy and standards for the enforcement of building construction codes; meet and consult with professional personnel and private officials on building construction code problems; establish and maintain effective working relationships with other public agency officials, contractors, architects, engineers and others in connection with building inspection and property conservation activities; participate in formulation of legislation at local, state and federal level to improve property conservation programs.

License: Requires registration as a professional engineer in the State of California.

PROMOTIVE LINES:

To : 5182 City Engineer and Deputy Director of Public Works

From: 5183 Deputy Superintendent, Building Inspection

Amended and Retitled:

(Abolishes class 5184 Building Inspection Superintendent)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: GENERAL MANAGER, HETCH HETCHY PROJECT

CODE: 5185

CHARACTERISTICS OF THE CLASS:

Subject to top management approval, exercises general administration over all functions of the Hetch Hetchy Project, including water supplies, hydroelectric generation, and maintenance of all existing facilities; and performs related duties as required.

Requires major responsibility for coordinating, approving and executing all policies and methods affecting the entire organization; all forms of physical assets through efficient and economical management; making personal contacts to establish and maintain good public relations, frequently involving difficult negotiations and interpretations of policies, rules and regulations, and difficult internal situations involving dealing with persons of high rank and professional, specialized and technical standing; directing the preparation and reviewing and approving the maintenance of records and reports effecting all operational, maintenance, and administrative functions. Managerial nature of duties requires normal physical effort and manual dexterity with little or no accident or health hazards or exposure to disagreeable elements.

EXAMPLES OF DUTIES:

1. Exercises administrative and executive management responsibility for the operation of the Hetch Hetchy Project, including hydroelectric generation of energy, to supply municipal needs and for sale to irrigation districts and industrial consumers.
2. Through subordinates, exercises control of operating properties, including dams and appurtenant impounding and regulating reservoirs and diversion works; also, of water supply tunnels and aqueduct pipe lines, power houses, transmission lines and related structures and facilities.
3. Through various staff and subordinate supervisory personnel, directs the operation and maintenance of all water supply and power facilities; directs planning for the future development of the system; directs the administration of land and water rights, water legislation, damage claims and other related matters; directs and participates in the preparation of budgetary requests and subsequent fiscal controls.
4. Exercises administrative and executive management responsibility for the operation of the Bureau of Light, Heat and Power engaged in providing and furnishing utility service for municipal purposes, including those operations necessary for providing public street lighting.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in civil or mechanical engineering.

Requires at least ten years of progressively responsible experience in engineering, supervisory, and administrative capacities in the water supply and hydroelectric generating fields, preferably with a very large public waterworks or electric utility organization, of which at least four years shall have been in a responsible executive or management capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires thorough, technical and practical working knowledge of waterworks administration and operation, including hydroelectric generation and transmission and development of water supplies and distribution systems; thorough knowledge of the techniques of good administrative organization and executive control.

CLASS TITLE: GENERAL MANAGER, HETCH HETCHY PROJECT

CODE: 5185

MINIMUM QUALIFICATIONS: (continued)

Requires demonstrated managerial ability to establish and maintain good employee and public relations.

PROMOTIVE LINES:

No normal lines of promotion - position exempt from examination.

ADOPTED: 7-2-79



SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES

CLASS TITLE: FINANCIAL MANAGER

CODE: 5186

DEFINITION:

Subject to administrative approval, is responsible for directing finance and budget services of a large and/or complex department including financial reporting, budget preparation, and financial analysis; directs the activities of subordinate personnel engaged in such work; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in class 5186 Finance Manager are distinguished from positions in other management-level fiscal, budgeting, accounting, property-management, capital-project, and payroll positions by the broader range of responsibility for directing the department's overall finance and budget services. The 5186 Finance Manager may direct the activities and personnel of more than one finance/budget functional area in addition to having responsibilities for preparation and analysis of capital projects and plans, establishment of rates and fees for department services or lease of department facilities, administration of complex contracts, appraisal of the department's real property, and/or administration of external audits.

SUPERVISION EXERCISED:

Exercises administrative direction over employees in the finance and budget section of the general administrative division of a large and/or complex department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

"The class specifications shall be descriptive of the duties of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Directs the preparation, coordination, and input of the department's annual budget; represents the department in budget discussions with the Mayor's Office and the Board of Supervisors' budget analyst.
2. Establishes the rates and charges for departmental services and obtains legislative approvals.
3. Directs the preparation of the department's capital plans.
4. Directs department input into revenue bond authorizations and sales and general obligation bond authorizations and sales, including the development of relationships with rating agencies, underwriting firms, bond counsels, and bond trustees; may manage debt issuances.
5. Directs the securing of Federal, State, and/or local grants and loan program funds for capital projects, including applications, amendments, budgets, regulation review and compliance, billings, eligibility analysis, project close-out, and loan repayments.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES: (cont.)

6. Manages the preparation of indirect cost plans or other overhead allocation plans.
7. Establishes procedures to review and expedite supplemental appropriation requests and resolve issues.
8. Directs the preparation, review, and distribution of detailed and complex capital project financial analyses and management reports that provide information on status of budget/expenditure, appropriations, grant billing, fund source/availability, and projected revenues and expenditures; may analyze development proposals.
9. Coordinates all internal and external audits of the department's finances including grant, enterprise, and management audits.
10. Directs the calculation of revenue requirements and/or the review and preparation of recommendations regarding rates and costs of service and requests for rate adjustments; coordinates public hearing processes for the department and rate boards; administers service/sales contracts between the City and wholesale and retail customers.
11. Directs appraisals or estimates of value of real property for acquisition, sale or lease of department lands and properties; conducts audit of property leases; maintains records and prepares reports of real property acquisitions, sales and leases.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

Knowledge: Comprehensive knowledge of: general administrative principles; negotiating techniques; principles and practices of technical operations of assigned division; management principles; budget preparation and administration; capital project finance.

Ability to: plan, organize, and direct the work of subordinates; analyze and solve problems; identify and choose appropriate decisions; make judgments on all decisions and realize ramifications or possible impact of each decision; deal tactfully and effectively with government officials, representatives of outside groups and interests, tenants, customers, employees, the general public, and others at all levels concerning business activities; prepare clear, concise, and comprehensive technical reports, correspondence, and proposals to political bodies; establish and maintain effective oral communication and cooperative working relationships.

CLASS TITLE: FINANCIAL MANAGER

CODE: 5186

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: Seven years of professional administrative experience in an area related to the specific position including four years of management experience (e.g., capital projects; budget and finance for a large and/or complex department, etc.)

Training: Baccalaureate degree in a related field.

License or Certificate: Some positions may require possession of, or ability to obtain, a valid California drivers license.

Special Requirements: Essential duties require the following physical skills and work environment:  
Ability to work in a standard office environment.  
Some positions may require driving.

AMENDED AND RETITLED: 8/25/95

REASON FOR AMENDMENT/RETITLEMENT: Retitled and amended to reflect current duties and responsibilities.



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS  
FOR PUBLIC SERVICES

CODE: 5187

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, is responsible for the overall direction of the bureaus of building inspection; subdivision, surveys and mapping; and environmental regulation and management. Performs highly responsible administrative and professional engineering work in connection therewith. Plans, organizes and directs all regulatory functions of the Department of Public Works; and may act for the Director of Public Works in case of absence; and performs related duties as required.

DISTINGUISHING FEATURES:

This single-position classification reports to the Director of Public Works. The incumbent has primary responsibility for the direction of building inspection; subdivision, surveys, and mapping; and environmental regulation and management; and related activities and administrative functions of the Department of Public Works.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Administratively plans, sets policy and directs major activities of the bureaus of building inspection; subdivision, surveys and mapping; and environmental regulation and management; directs major programs regulating construction and use of public and private buildings; regulates use of city streets and roads, subdivisions, and survey networks; regulates pre-treatment of industrial wastes and discharges into the City's sewer system..

2. Within the jurisdiction of the Department of Public Works, directs regulatory compliance functions including asbestos abatement, hazardous materials identification and control, and environmental regulation service provisions to other bureaus and departments.

3. Recommends policies and programs; confers with engineering, architectural and contracting organizations, and public and special interest groups relative to recommended policies; directs the preparation, implementation, and monitoring of legislation; appears before various elected and appointed boards and commissions.

4. Establishes and disseminates policies relative to bureau operations, including budget, revenue and fee structures, personnel and training, and related matters.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars... Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)



CLASS TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS FOR  
PUBLIC SERVICES

CODE: 5187

QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: Municipal engineering and architecture, public works construction and operating problems; modern management and administration methods; and City organization and operations.

Requires considerable ability to: Plan and direct the activities of several large public works bureaus; develop and disseminate policies and programs; meet and consult with professional personnel, public and private officials and others on complex engineering, architectural and related administrative matters; review, analyze and exercise good judgment on complex professional public works administrative problems.

License: Requires registration as a professional engineer in the State of California.

ADOPTED: 9/8/80

RETITLED AND AMENDED: 4/20/92

#4305c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT DIRECTOR OF PUBLIC WORKS  
(MAINTENANCE AND OPERATIONS)

CODE: 5188

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, is responsible for directing all maintenance and operation activities of the department of public works, including sewer repair and sewer treatment, street repair, building maintenance and repair, and street cleaning; assigns and directs the activities of subordinate personnel engaged in such work; and performs related duties as required.

Requires major responsibility for: developing, coordinating and approving methods and procedures affecting the activities of a large and diversified operating unit; continuous contacts with responsible city officials and representatives from outside organizations and groups in connection with the interpretation of departmental policies, rules and regulations; requires overall supervisory responsibility for the preparation and maintenance of important and detailed operational and maintenance reports and records.

EXAMPLES OF DUTIES:

1. Confers with subordinate bureau heads and other city officials relative to formulating and obtaining adherence to administrative policies, technical standards and procedures for effective operation of public works maintenance and operation activities.
2. Reviews work programs and practices relative to the improvement of methods of operations; provides technical assistance and advice to staff members on administrative and departmental methods and procedures.
3. Directs the preparation of and reviews the operation and maintenance portions of the department annual reports and of a variety of technical operational and progress reports and records.
4. Makes periodical field checks of work in progress to assure conformance with established standards, procedures and instructions.
5. Reviews project and operation requests and prepares recommendations regarding same.
6. Appears before and consults with public and private groups to facilitate coordination of maintenance and operation activities with other agencies.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work preferred in civil, mechanical or electrical engineering; or business administration, public administration or a related field.

Requires ten years of progressively responsible engineering experience in the construction, maintenance and operation of facilities and structures common to public works operations, including six years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

CLASS TITLE: ASSISTANT DIRECTOR OF PUBLIC WORKS  
(MAINTENANCE AND OPERATIONS)  
(continued)

CODE: 5188

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: construction, maintenance or operational practices and techniques, particularly as they relate to public works projects; engineering program development and administration; departmental rules, practices and regulations; laws, ordinances and regulations applicable to the public works maintenance and operational activities.

Requires considerable ability to: plan, organize and direct the activities of a large maintenance and operation unit; analyze technical and administrative operational problems and to prepare and recommend sound methods of solutions to such problems; speak effectively before individuals and civic groups.

License: Registration as a professional engineer in the state of California is highly desirable. Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: City Engineer

From: Principal Civil Engineer  
Senior Civil Engineer  
Senior Electrical Engineer  
Senior Mechanical Engineer  
Sewer Repair and Sewage Treatment Superintendent  
Street Repair Superintendent  
Public Buildings Maintenance and Repair Superintendent

## SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: DEPUTY GENERAL MANAGER AND CHIEF ENGINEER, P.U.C.

CODE: 5189

### CHARACTERISTICS OF THE CLASS:

Subject to the policy determination of the Public Utilities Commission and/or the administrative approval of the General Manager of the Public Utilities Commission, is responsible for overall management for all engineering, contract administration and field construction activities on all capital improvement projects for the departments and bureaus of the Public Utilities Commission, as well as all major renovation and rehabilitation programs; serves as Deputy General Manager of the Public Utilities Commission for technical services; and performs related duties as required.

Requires major responsibility for initiating, approving, and executing policies and methods relative to engineering and construction management operations; making regular important contacts with government officials, legislative bodies, and outside groups and organizations; directing the preparation of complex schedules, reports, analyses, public procedures, agreements, designs and contract documents to accomplish all engineering and construction activities for the Public Utilities Commission.

### EXAMPLES OF DUTIES:

1. Plans, organizes, directs and coordinates capital improvement programs of significant dimensions involving a wide variety of engineering, architectural, fiscal, construction and maintenance services.
2. Directs a matrix organization, including project managers for individual projects and departments in design/engineering, contract administration, and field construction; directs overall project management; serves as Vice Chairman of the PUC Capital Projects Control Committee.
3. Establishes guidelines with respect to design and engineering activities; directs the preparation of detailed engineering plans, models and specifications, as required.
4. Directs contract administration activities for all capital improvement projects, major renovation and rehabilitation programs; oversees the production of work plans and budgets for all capital projects, and directs the monitoring and control of all projects against the work plans and budgets.
5. Manages field construction activities; oversees the development of procedures for coordinating capital project construction activities through all phases of development; monitors the activities of contractors for adherence to project specifications, construction methods and practices and for compliance with applicable building and construction codes.
6. Recommends selection of all professional service organizations in the field of engineering and construction management.
7. Advises all departments and bureaus on policies and methods related to the maintenance of operating properties.

### MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree with major course work in civil, mechanical or electrical engineering.

Requires 15 years of progressively responsible utilities engineering experience in design, estimating specification and contract preparation and related phases of utilities engineering, at least nine years of which must have been at a responsible supervisory and/or administrative level.

CLASS TITLE: DEPUTY GENERAL MANAGER AND CHIEF ENGINEER, P.U.C.

CODE: 5189

MINIMUM QUALIFICATIONS: (CONT.)

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of utilities engineering, construction and operational theory and practice, including hydroelectric production and transmission, water storage and distribution and modern urban transit facilities; modern construction management methods, particularly as they apply to the public sector.

Requires ability to effectively plan, direct and review the activities of a large and diversified engineering organization; effectively deal with professional engineering personnel, contractors, public and private officials on complex engineering construction or related matters; represent the Public Utilities Commission before legislative bodies, citizens' committees and other groups on matters relative to the engineering and construction program of the Public Utilities Commission.

License: Requires registration as a professional engineer in the State of California

PROMOTIVE LINES:

No normal lines of promotion - position exempt from examination.

ADOPTED: 7-2-79



CLASS TITLE: DIRECTOR OF PUBLIC WORKS

CODE: 5190

CHARACTERISTICS OF THE CLASS:

Subject to top management approval, plans, organizes and directs the overall city and county public works program; performs highly responsible administrative, management and professional engineering work in connection therewith; and performs related duties as required.

Requires major responsibility for: coordinating, approving, and executing policies and methods affecting all major units of the public works department; making highly responsible contacts with responsible public and private officials involving a wide variety of administrative and technical matters relating to public works operations; directing the preparation of and approving highly complex and important records and reports relating to the overall activities of the department.

EXAMPLES OF DUTIES:

1. Plans, organizes, directs and coordinates the public works program involving a wide variety of engineering, architectural, inspection, construction and maintenance services to the city and the general public; prepares and recommends plans, work programs and policies necessary to carry out diversified public works programs.

2. Confers with a variety of officials from governmental agencies and industry regarding public works matters of mutual interest; directs the preparation and administration of the annual budget for the department and relates budget requests to the operational needs and goals of the department.

3. Appears before a variety of groups and organizations to present, discuss and provide information on public works activities.

4. Directs the preparation of a wide variety of reports, correspondence and documents related to the activities of the department.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in one of the common fields of engineering.

Requires fifteen years of progressively responsible professional engineering experience, including at least ten years of management level administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: modern engineering practices and techniques particularly as they relate to highly complex and diversified public works programs; engineering and public works program development and administration; departmental rules, practices and regulations and the laws and ordinances applicable to public works activities.

CLASS TITLE: DIRECTOR OF PUBLIC WORKS (Continued)

CODE: 5190

Requires unusual ability to: plan, organize and direct the activities of a large and diversified public works department; analyze technical and administrative problems and recommend sound methods for the solution of such problems; speak effectively and convincingly before various groups and organizations.

License: Requires registration as a professional engineer in the state of california.

PROMOTIVE LINES:

No normal lines of promotion; position exempt from examination.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CHIEF, BUREAU OF SUBDIVISIONS,  
SURVEYS AND MAPPING

CODE: 5191

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans, organizes and directs all street related regulatory functions of the Department of Public Works and is responsible for the overall direction of the Bureau of Subdivisions, Surveys and Mapping.

DISTINGUISHING FEATURES:

This single position classification has primary responsibility for all street use permits, subdivisions, utility excavations, street inspection, and other activities which may occur within the street right-of-way. The position reports to the Deputy Director of Public Works for Public Services and serves as a Bureau Chief within the Department of Public Works.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (CSC Rule 7)

1. Manages all activities of the Bureau of Subdivisions, Surveys and Mapping including budgets, revenues, goals and objectives.

2. Manages all street related regulations for the Department of Public Works; interprets the Public Works Code, the Subdivision Code and various other codes; causes legislation to be enacted to correct deficiencies in the codes.

3. Determines the level of service to be provided in various regulatory processes; identifies resources needed to provide the appropriate levels of service; establishes fees to recover the cost of service.

4. Meets with engineers, developers, elected officials and the general public to develop solutions to technical and complex street regulation problems; frequently appears before the Board of Supervisors on street related issues.

5. Establishes policies and procedures regulating excavation and use of City streets.

6. Establishes policies for training and development of supervisors and professional and technical personnel.

7. Maintains liaison with other City and State agencies on street related matters; participates in professional and technical societies and organizations to exchange views on emerging technology.

QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (CSC Rule 9)

QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Knowledge of: The Public Works and Subdivision Codes; modern management and administration methods; City organization and operations.

Considerable skill and ability to: Work independently to solve difficult and politically sensitive problems; define and simplify procedures and train personnel to implement them; define the cost of various programs and establish fees to pay for them; respond to a large number of complex issues orally and in writing; deal with the public and elected officials on controversial subjects; achieve results within the City framework, communicate effectively and persuasively orally and in writing.

License: Valid California Driver's License.

ADOPTED: 8/17/92

#4326c

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT TO DIRECTOR OF PUBLIC WORKS

CODE: 5192

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, is responsible for the overall direction of the department of Public Works general office staff; represents the department at public hearings; performs special assignments and studies; serves as special assistant to the Director of Public Works; responds to public complaints; performs related duties as required.

DISTINGUISHING FEATURES:

This one position classification is the chief assistant to the Director of Public Works in the general administrative functions of the department. The incumbent of this position will be required to assist the Director in responding to a wide variety of problem areas involving the Department of Public Works and the general public.

EXAMPLES OF DUTIES:

1. Functions as chief assistant on special assignments as requested by the Director of Public Works or the Chief Administrative Officer.
2. Responds to a wide variety of complaints from the general public relevant to public works operations.
3. Conducts public hearings on various problem areas involving the Department of Public Works; as assigned, may conduct special hearing review boards relevant to critical problems within the jurisdiction of the department.
4. May represent the Department of Public Works at committee and full hearings of the Board of Supervisors.
5. Directs the operations of all general office activities including the telephone exchange and the permit expeditor to insure efficient operation of these functions.
6. Coordinates inter-related departmental activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work preferably in engineering, business administration, public administration or a related field.

Requires eight years of progressively responsible experience in general public works operations including four years of responsible supervisory and administrative experience, or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Requires comprehensive knowledge of: Public Works operations, organization, programs and charter responsibilities; local laws, statutes and codes as they apply to Public Works operations.

Requires considerable skill and ability to: Exercise sound judgement and resourcefulness in the review, analysis and resolution of problems; deal effectively and courteously with the general public and departmental personnel; conduct meetings and hearings to respond to problems and complaints; plan and direct the activities of subordinate personnel; read, write and speak effectively.

License: Registration as a professional engineer in the State of California is desirable.

PROMOTIVE LINES:

To be determined

ADOPTED: 12-18-78





CLASS TITLE: Deputy Director of Public Works For  
Financial Management and Administration

CODE: 5193

## CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, is responsible for directing administrative services of the department of public works including accounting, management and control of all departmental finances, departmental budget preparation, personnel administration, departmental contract administration, departmental planning, developing and dissemination of management information and efficient operation and utilization of the data processing system; plans, assigns, and directs the activities of subordinate personnel engaged in such work; may act for the Director of Public Works in his absence; and performs related duties as required.

## DISTINGUISHING FEATURES:

This one position classification is distinguished from other deputy director positions by its responsibility for the non-operational phases of the entire department of public works administration. The primary emphasis of this position is in fiscal management, administration and ancillary staff services.

## EXAMPLES OF DUTIES:

1. As administrator, manages, directs, and coordinates the programs of the Bureau of Accounts, Bureau of Personnel Administration, contract administration, planning and general administration to insure maximum efficiency.
2. Develops overall departmental financial program control through proper use of the internal management information system and management of the budget.
3. Manages all departmental contracts including document preparation, advertisement, bid document sales, bids processing, award contract payment and administration, and grant reimbursement.
4. Prepares policy recommendations in connection with budget and personnel matters not covered by rules or regulations of the Controller's Office or the Civil Service Commission.
5. Directs the preparation of the annual report as well as departmental administrative policies and memoranda.
6. As required, appears before boards or commissions and budgetary review officers to represent the department on financial matters.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in engineering, business or public administration, including courses in accounting, personnel administration and statistics.

Requires ten years of progressively responsible administrative and management experience, including at least six years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the principles, practices and techniques of modern management; the principles of public and personnel administration and of the functions and activities of the city government especially as applied to the Department of Public Works; the legal basis for public works programs; the principles of effective public relations, the administration of labor financial management programs, development and use of fiscal management information, and budget preparation and administration.

CLASS TITLE: Deputy Director of Public Works For  
Financial Management and Administration

CODE: 5193

Requires considerable ability to: assist in the organization, direction and coordination of the administrative phases of a large and complex department; analyze administrative problems and prepare sound recommendations on methods for the solution of such problems; evaluate the effectiveness of administrative personnel. Requires unusual ability to speak and write effectively and to deal tactfully with city officials, civic organizations and other outside groups.

PROMOTIVE LINES:

To be determined.

ADOPTED: 12-18-78

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: Deputy Director of Public Works For Operations

CODE: 5194

CHARACTERISTICS OF THE CLASS:

Subject to administrative approval, is responsible for planning, developing policy, directing and coordinating all maintenance and operation activities of the Department of Public Works, including sewer repair and sewage treatment, street repair, building maintenance and repair, street cleaning and street tree planting; performs highly responsible administrative work; and performs related duties as required.

DISTINGUISHING FEATURES:

This one position classification is distinguished from other Deputy Director classes by its primary responsibility for the direction of various operations bureaus of the Department of Public Works. The incumbent acts for the Director of Public Works in his absence.

EXAMPLES OF DUTIES:

1. Confers with subordinate bureau heads, and other city officials to develop bureau work programs, administrative policies and procedures to insure the most cost effective method of delivering public works maintenance and operation services.
2. Periodically reviews ongoing work programs, evaluates personnel, material and equipment resources available to amend and update program as required.
3. Confers with various officials, department heads, and the public to insure a good relationship between the operating bureaus and other departments in the city government and the general public.
4. Receives, investigates, and responds to complaints made relating to operating bureaus.
5. Resolves personnel and labor disputes within the operating bureaus and responds to union inquiries.
6. Maintains statistics and data on the status of physical assets to integrate into the capital improvement program, the individual bureau work programs, and the annual report.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work preferably in civil, mechanical or electrical engineering; supplemented by advance course work in business administration, public administration or a related field.

Requires twelve years of progressively responsible experience in the construction, maintenance and operation of facilities and structures common to public works operations, including eight years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: construction, maintenance of operational practices and techniques, particularly as they relate to public works projects; engineering program development and administration; departmental rules, practices and regulations; laws, ordinances and regulations applicable to the public works maintenance and operational activities.

Requires considerable ability to: Plan, organize and direct the activities of a group of large maintenance and operations bureaus; analyze technical and administrative operational problems and to prepare and recommend sound methods of solutions to such problems; speak effectively before individuals and civic groups.

CLASS TITLE: Deputy Director of Public Works For Operations

CODE: 5194

License: Registration as a professional engineer in the state of California is highly desirable. Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To be determined

ADOPTED: 12-18-78



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SAN FRANCISCO  
PUBLIC LIBRARYCITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

JOB CODE TITLE: JUNIOR ENGINEER

JOB CODE: 5201

Business Unit: COMMN

**Definition:** Under supervision, performs beginning-level engineering work in the field and the office following established engineering methods and procedures; assists professional engineers in tasks requiring advanced engineering skill and/or judgment; makes contacts with the public, contractors, and others on engineering matters; gathers, prepares, and maintains engineering data, records, and reports; applies engineering principles and practices to civil, mechanical, electrical, environmental, or transportation engineering problems; performs related duties as required.

**Distinguishing Features:** This classification is the entry-level class in the professional engineer series. It is characterized by its focus on routine engineering issues and is distinguished from the Assistant Engineer classes by the latter classes' responsibility for performing more complex work under general supervision.

**Supervision Exercised:** The Junior Engineer may direct the work of technical and/or clerical staff.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class(es) and are not intended to be an inclusive list.

1. Prepares or assists in preparing studies, designs, drawings, sketches, and plans using AutoCAD and other software tools.
2. Makes field inspections of existing structures and sites to determine necessity for future construction, repair, or maintenance; conducts preliminary field studies and surveys and collects data relative to the preparation of designs and drawings.
3. Makes regular field inspections of construction and repair projects in progress to ensure conformance with plans, specifications, and codes; checks and records work progress at various construction sites.
4. Prepares or assists in the preparation of reports, contract specifications, lists of materials, cost estimates, schedules, and progress payments.
5. Prepares or assists in the preparation of departmental reports and reports concerning field conditions, the progress of projects, the results of studies, and other matters.
6. Provides written and oral responses to a variety of inquiries from other agencies, contractors, and the general public.
7. May direct the activities of technical and/or clerical staff.
8. Prepares correspondence and minutes.
9. Performs specialized duties in the areas of civil, mechanical, electrical, transportation, and/or environmental engineering.

**JOB CODE TITLE: JUNIOR ENGINEER**

**JOB CODE: 5201**

**Business Unit: COMM**

**Job-related and Essential Qualifications:**

**Knowledge of:** Principles, practices, and methods of engineering (civil, mechanical, electrical, environmental, and/or transportation); construction, maintenance, and repair methods and procedures; research techniques, report writing, and statistical analysis.

**Ability to:** Prepare engineering designs, plans, details, and drawings manually or using AutoCAD; prepare cost estimates; perform mathematical calculations; gather data for analysis; use engineering computer software; maintain an effective working relationship with a variety of people; communicate effectively orally and in writing; understand, explain, and apply pertinent laws, regulations, codes, and ordinances.

**Experience and Training Guidelines:**

Candidates must meet one of the following qualifications:

1. Graduation from a college or university accredited by the Accreditation Board for Engineering and Technology (ABET) with an engineering baccalaureate degree with a major in civil, mechanical, electrical, environmental, or transportation or a related baccalaureate engineering degree.
2. Possession of a valid Engineering-in-Training Certificate (National Council of Engineering Educators) and one year of verifiable engineering work at a level equivalent to the City's 5201 Junior Engineer.
3. Graduation from a non-ABET accredited college/university with an engineering baccalaureate degree with a major in civil, mechanical, electrical, environmental, or transportation engineering or a related baccalaureate engineering degree and possession of a valid Engineer-in-Training Certificate (National Council of Engineering Educators).

**License or Certificate:** Most positions require a valid California driver license.

**Adopted: 5/7/99**

**Amended: 1/21/00**

**Reason for Amendment:** To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job.

CLASS TITLE: JUNIOR CIVIL ENGINEER

CODE: 5202

CHARACTERISTICS OF THE CLASS:

Under supervision, performs beginning level civil engineering work in the field and office; and performs related duties as required.

Requires normal responsibility for: following standard engineering methods and procedures; making routine contacts with other employees and the general public on ordinary engineering matters; gathering and maintaining ordinary engineering data and records.

EXAMPLES OF DUTIES:

1. Reduces survey notes, plots cross sections and computes quantities; makes engineering calculations in connection with field and office work; does simple design work, drafts working plans and detailed drawings and tracings.
2. Makes or revises maps, charts and diagrams.
3. Takes samples for analysis of materials used for construction projects.
4. Prepares drafts and otherwise assists in the preparation of the progress, construction and similar reports and estimates.
5. Prepares plans and specifications for minor projects or certain elements of major projects.
6. Makes field inspections of existing structures to determine extent of damage or deterioration as an aid to determining present adequacy and in estimating future requirements of such structures.
7. Prepares quantity list of materials
8. Prepares and compiles a wide variety of engineering data and information relative to the preparation of departmental reports.
9. Computes work progress for partial payments to contractors; calculates cost estimates of construction contracts.
10. Computes expected flow for use in selected sizes of water sewer lines; computes water surface profiles.
11. Makes routine field inspections of minor projects to assure conformance with plans and specifications; prepares maps in connection with land acquisition and right-of-way operations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in civil engineering; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of the fundamentals of civil engineering surveying, mathematics and the ordinary sources of general engineering information, modern construction methods and the strength in uses of construction materials.

Requires ability to prepare ordinary engineering drawings, plans, maps, estimates and computations;

Requires skill in the use of engineering drafting instruments.

PROMOTIVE LINES.

To: Assistant Civil Engineer

Assistant Building Maintenance and Repair Engineer

From: Original Entrance Examination



OCT 23 2000

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**SAN FRANCISCO  
PUBLIC LIBRARY**CLASS TITLE: ASSISTANT ENGINEER****JOB CODE: 5203****Business Unit: COMMN****DEFINITION:**

Under general supervision, performs engineering work of average difficulty in the field and office following established engineering methods and procedures; applies engineering principles and practices to civil, mechanical, electrical, environmental, or transportation engineering problems; performs related duties as required.

**DISTINGUISHING FEATURES:**

This class is the second-level class in the professional engineer series. It is characterized by its focus on routine engineering issues of average complexity and difficulty. It is distinguished from the Associate Engineer class in that the latter class requires a professional engineer license and has a greater degree of technical and supervisory responsibility.

**SUPERVISION EXERCISED:**

The Assistant Engineer may exercise limited supervision of junior engineers and related technical and/or clerical personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class(es) and are not intended to be an inclusive list.

1. Prepares, reviews, and checks routine studies, designs, drawings, sketches, and plans for a variety of engineering projects using AutoCAD and other software tools.
2. Conducts field inspections of existing structures to determine the necessity for future construction, repair, or maintenance; conducts preliminary field studies and surveys and collects data relative to the preparation of designs and drawings; reviews and analyzes field data and results of office research to determine necessary corrective measures.
3. Conducts routine field inspections of construction and repair projects in progress to ensure conformance with plans, specifications and codes; checks and records work progress at various construction sites.
4. Gathers, prepares and maintains engineering data, records and reports.
5. Prepares reports, contract specifications, lists of materials, cost estimates, schedules, and progress payments.
6. Prepares departmental reports and reports concerning field conditions, the progress of projects, the results of studies, plans for future developments and improvements, and other matters.
7. Provides written and oral responses to a variety of inquiries from other agencies, contractors, and the general public.
8. May exercise limited supervision over junior engineers, student engineering trainees, and related personnel.



9. Prepares correspondence, minutes, and reports for a variety of inquiries and problems regarding engineering policies, procedures, standards, environmental impact issues, appeals, and other related project activities; may prepare and process legislation for engineering-related issues.
10. Meets and consults with professional engineering personnel, contractors, and the public regarding engineering matters.
11. Performs related duties and responsibilities as required.

#### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:** the principles, practices, and methods of engineering (civil, mechanical, electrical, environmental [water purification], and/or transportation); construction, maintenance, and repair methods and procedures; research techniques, report writing, and statistical analysis.

**Ability to:** prepare routine engineering designs, plans, details, and drawings manually or using AutoCAD; prepare cost estimates; perform mathematical calculations; gather data for analysis; use engineering computer software; maintain an effective working relationship with a variety of people; understand, explain, and apply pertinent laws, regulations, codes, and ordinances; communicate orally in a clear, understandable and persuasive manner; and compose clear and understandable written reports, correspondence and memos.

#### **EXPERIENCE AND TRAINING GUIDELINES:**

1. Possession of a valid Engineer-in Training Certificate from the National Council of Engineering Educators;  
**AND EITHER:**
2. One (1) year of verifiable professional City and County of San Francisco experience in Class 5201 Junior Engineer in Civil, Mechanical, Electrical, Environmental (Sanitary/Water Purification), or Transportation;  
**OR**
3. Two (2) years of verifiable professional engineering experience at a level equivalent to the City's Class 5201 Junior Engineer.

#### **License/Certificate:**

Most positions require possession; possession of a valid California driver license.

**Effective Date:** 10/2/00

**Reason for Creation of New Class:** To consolidate classes 5204 Assistant Civil Engineer, 5222 Assistant Water Purification Engineer, 5228 Assistant Transportation Engineer, 5236 Assistant Electrical Engineer, and 5252 Assistant Mechanical Engineer into a single class and accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for the class.

(Abolishes 6320 Asst. Construction Engr.)

## SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT CIVIL ENGINEER

CODE: 5204

### CHARACTERISTICS OF THE CLASS:

Under general supervision, performs civil engineering work of average difficulty in the field and office; may supervise subordinate engineers and subprofessional engineering personnel engaged in design and construction of such work; may act as resident engineer on minor construction or conversion projects; and performs related duties as required.

Requires responsibility for: Carrying out and explaining engineering techniques and methods; making occasional contacts with the general public, contractors, and other departments on technical engineering design and construction problems; gathering, preparing and reviewing ordinary engineering data and reports.

### EXAMPLES OF DUTIES:

1. Prepares, reviews and checks ordinary designs, plans, specifications and estimates for a variety of construction, conversion, repairs and maintenance projects; examines building plans to assure compliance with building codes.
2. Makes cost estimates for ordinary construction projects, relative to establishing building permit fees.
3. Computes dimensions of parcels of land required for street openings, widenings and vacations, and prepares descriptions of such land.
4. Acts as or assists a resident engineer, and supervises the inspection of a variety of construction projects for conformance with contract plans and specifications; interprets plans and specifications and sets line and grade when necessary; inspects materials and workmanship for conformance and checks safety aspects of projects in order to protect property and assure public safety; maintains records of work progress of contractors; collects material samples for laboratory analysis.
5. Makes field investigations and reviews maps and plans submitted by utilities and other companies for possible conflicts with existing underground installations and construction projects.
6. Makes hydraulic studies of existing and future sewer and water distribution systems in determining flow patterns, routes and sizes required.
7. Prepares and designs drawings and sketches and makes engineering calculations for construction of steel, timber and concrete piles; designs alignments of streets and highways and makes related computations.
8. Checks, reviews and makes corrections to subdivision maps, records of survey maps and other plats; may inspect less complex projects for conformance with plans and specifications.
9. Checks shop drawings submitted by contractors or subcontractors for compliance with specifications.
10. May supervise and direct field survey parties in making a variety of engineering surveys.

### MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in civil engineering.

Requires two years of progressively responsible experience in surveying, structural detailing, drafting or inspection of construction and engineering projects; or an equivalent combination of training and experience.

CLASS TITLE: ASSISTANT CIVIL ENGINEER

CODE: 5204

MINIMUM QUALIFICATIONS: (contd)

Knowledge, Abilities and Skills: Requires a good knowledge of: Theory and practice of civil engineering and drawing, construction and survey; strength, properties and uses of construction materials and methods; operation, care and adjustment of drafting and surveying instruments.

Requires ability to: Prepare and check designs, details, estimates and plans and specifications of engineering projects; some supervisory ability.

Requires skill in the use of survey and drawing instruments and the application of the engineering theory to practical field and office problems.

PROMOTIVE LINES:

To : 5206 Associate Civil Engineer

From: 5202 Junior Civil Engineer

Amended: 2/13/68

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSOCIATE MATERIALS ENGINEER

CODE: 5205

CHARACTERISTICS OF THE CLASS:

Under direction, performs responsible duties in the physical and chemical testing of a wide variety of construction and other materials; supervises the work of subordinates similarly engaged; and performs related duties as required.

Requires responsibility for: interpreting, explaining and enforcing existing policies and procedures in connection with the testing of construction materials; continuous personal contacts with professional engineering personnel, departmental representatives, representatives of vendors, manufacturers and others relative to obtaining and providing technical information on the properties of various materials; preparing technical reports on testing activities and maintaining detailed records of the operations of the testing laboratory.

EXAMPLES OF DUTIES:

1. Subjects various aggregates to be used in construction projects to various chemical and physical tests in order to determine their suitability for a prescribed use; examines and tests soils and submits a report in this connection as required by State regulations governing street construction projects financed by Gasoline Tax ~~comies~~.
2. Performs physical and chemical tests on steel, bronze, brass, cement, sand, aggregates, paints, varnish, lacquer and other construction materials in order to determine their compliance with specifications; performs physical and chemical tests of materials for the Purchaser of Supplies and other City and County departments.
3. Inspects and tests various materials which have failed in service in order to determine the cause of failure; attempts to correct the cause or recommends substitute materials.
4. Performs visual field inspections; checks placement of concrete and asphalt in structures and pavements; instructs inspectors in proper procedures and methods of inspection; determines if subgrades and fills are properly prepared; procures samples of materials used.
5. Maintains records of tests of materials and supplies; prepares related reports of tests results, including comments and recommendations.
6. Supervises the activities of a group of subordinates engaged in various aspects of the above testing or inspectional activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in civil engineering.

Requires four years of progressively responsible experience in professional engineering work, which must have included at least two years of experience in the performance of physical and chemical tests on structural and related materials.

Knowledge, Abilities and Skills: Requires considerable professional knowledge of the theory and practice of civil engineering, design, construction and inspection procedures and methods; a complete knowledge of



the principles of chemical and physical testing, with particular emphasis on the analysis of building and structural materials; modern laboratory procedures, techniques and equipment; requirements and standard testing methods of the American Society for Testing Materials.

Requires considerable ability to establish and maintain effective working relationships with engineering personnel and others and to supervise the activities of a testing laboratory of moderate size.

License: Requires registration as professional engineer in the State of California; requires possession of a valid California Motor Vehicle operator's license.

PROMOTIVE LINES:

To: Civil Engineer

From: Original entrance examination

AMENDED: 12/4/64



(AMENDED)

CLASS TITLE: ASSOCIATE CIVIL ENGINEER

CODE: 5206

## CHARACTERISTICS OF THE CLASS:

Under direction, performs professional civil engineering work in the field and office; supervises subordinate engineering personnel engaged in design and construction of such work; may act as resident engineer on major construction projects; and performs related duties as required.

Requires responsibility for: Coordinating, interpreting, explaining and enforcing existing engineering construction, design and inspection methods and procedures; making regular contacts with contractors and their representatives, the general public and other professional engineering personnel relative to obtaining and providing technical engineering data and information; preparing, checking and reviewing detailed and complex engineering plans, specifications and related data.

## EXAMPLES OF DUTIES:

1. Prepares and supervises the preparation of engineering designs, drawings, specifications, cost and quantity estimates for a wide range of construction and maintenance projects.

2. Makes difficult engineering calculations in connection with the structural design of steel, reinforced concrete, reinforced masonry and timber structures, and supervises the preparation of detailed drawings for these types of structures.

3. Inspects and supervises the inspection of a wide variety of ordinary and complex construction projects to assure compliance with contract plans and specifications.

4. Subjects various rock aggregates to be used in construction projects to various chemical and physical tests in order to determine their suitability for a prescribed use; inspects and tests various materials which have failed in service in order to determine their cause of failure; attempts to correct the cause or recommends substitute materials.

5. Prepares and supervises the preparation of maps, descriptions and conditions in connection with the acquisition of lands and rights-of-way; prepares legal documents and resolutions for presentation to the Board of Supervisors for the sale, acquisition, vacation, or exchange of city properties.

6. Assists in the preparation of complex contract documents; conducts correspondence and prepares technical and engineering reports in connection with a wide variety of projects.

7. Makes investigations of contractual and construction problems that may arise on construction projects; checks and compiles bids on street improvement projects under public proceedings and recommends their acceptance or rejection.

8. Supervises a group of engineers, draftsmen and others engaged in the preparation of preliminary studies, reports, design, calculations, cost estimates, for the design of physical projects related to sanitary and waste water treatment facilities.

9. Prepares and supervises the preparation of research studies covering water production, transmission, storage and consumption; compiles statistical data; makes related computations; maintains various records.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in civil engineering.

Requires four years of progressively responsible experience in civil engineering designing, estimating, specification preparation and the inspection of construction work, including one year of supervisory experience, or an equivalent combination of training and experience.

CLASS TITLE: ASSOCIATE CIVIL ENGINEER

CODE: 5206

MINIMUM QUALIFICATIONS: (contd)

Knowledge, Abilities and Skills: Requires considerable knowledge of: The theory and practices of civil engineering, designing, construction and inspection procedures; modern construction methods and the strengths and uses of construction materials.

Requires considerable ability to: Originate and check design details, estimates, engineering plans and specifications; meet and consult with department officials, engineers and contractors on technical engineering matters; requires supervisory ability.

Requires considerable skill in the application of engineering theory and practices to practical engineering field and office problems.

License: Requires registration as professional engineer in the State of Calif.

PROMOTIVE LINES:

To : 5208 Civil Engineer

From: 5204 Assistant Civil Engineer

AMENDED: 2/13/68; 3/5/73

OCT 23 2003

SAN FRANCISCO  
PUBLIC LIBRARYDEPARTMENT OF HUMAN RESOURCES  
CITY AND COUNTY OF SAN FRANCISCO

JOB CODE TITLE: ASSOCIATE ENGINEER

JOB CODE: 5207

Business Unit: COMMN

**Definition:** Under general direction, performs professional engineering work in the field and office, supervises the work of related staff engaged in engineering work and may act as resident engineer or project engineer on engineering projects.

**Distinguishing Features:** The Associate Engineer is the journey-level job code in the engineering series. It is distinguished from the Assistant Engineer by its professional license requirement, level of technical expertise and first-line supervisory responsibility. The Associate Engineer is distinguished from the Engineer by the latter's higher level of technical expertise, complexity of projects and broader supervisory responsibility.

**Supervision Exercised:** Supervises the work of other related engineering staff.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to 5207 Associate Engineer and are not intended to be an inclusive list.

1. Prepares engineering designs, drawings and specifications to ensure compliance with codes, standards and project requirements.
2. Prepares cost and quantity estimates for necessary labor, materials and equipment associated with construction, contractors, suppliers, reconstruction, installation, repair, restoration and maintenance.
3. Provides engineering support to construction and operations; reviews existing conditions and establishes suitability for use; conducts studies of processes by identifying, obtaining and analyzing samples and data; performs and coordinates field work activities; analyzes and resolves problems to ensure compliance with regulatory requirements, standards, specifications and performance.
4. Supervises the preparation of detailed engineering drawings, specifications and calculations; assigns and reviews the work of assigned staff and consultants; determines resources necessary to complete assigned work.
5. Reviews engineering drawings, specifications, calculations and work products produced by staff, consultants and contractors to ensure accuracy, adequacy and conformance to standards. Verifies quantity, dimensions, safety requirements, and proper test and start-up procedures.
6. Prepares and supervises the preparation of a wide variety of technical engineering reports, regulatory reports, standard operating procedures manuals, emergency operations plans, minutes, public correspondence and other documentation.
7. Interviews, selects, trains, monitors, evaluates and counsels staff in accordance with appropriate MOUs, Civil Service Commission Rules, and departmental procedures.
8. Prepares a variety of bid documents, including advertisement for bids, instructions to bidders, detailed specifications and contract bonds; reviews and analyzes bids for conformance with specifications and for approval of final awarding of bids.

**JOB CODE TITLE: ASSOCIATE ENGINEER**

**JOB CODE: 5207**

**Business Unit: COMMN**

9. Conducts meetings and public hearings; makes presentations to staff, committees, boards, commissions, approval agencies and the general public.
10. Performs other duties as required.

**Job-related and Essential Qualifications:**

**Knowledge of:** principles and practices of engineering (civil, mechanical, electrical, chemical, environmental/sanitary, transportation and/or traffic); applicable Federal, State and Local laws, ordinances, codes, standards, rules and regulations related to the specific engineering field of endeavor; research and data analysis methods and techniques.

**Ability to:** prioritize, plan, assign and coordinate the activities of assigned staff; direct performance to maximize and maintain positive and productive work flow; instruct, train and motivate staff; delegate work assignments; adhere to established policies and procedures; prioritize, plan, organize and coordinate project activities; utilize resources such as staff, budget, contractors, etc. to resolve problems and accomplish project goals; interact tactfully and courteously with co-workers, staff, department heads, officials, agencies and the general public to promote and maintain a productive working relationship; handle difficult and sometimes hostile situations; convey technical ideas and information in a clear and concise manner to be understood by listeners with varying ability to understand technical language; make presentations to department heads, officials, consultants, committees, staff, clients and community groups; read, review, evaluate and interpret technical materials, research reports, and scientific studies; organize written information in a logical sequence to prepare clear and concise reports, correspondence, contracts and other documents to support project activity; and use proper investigative and evaluation methods in solving difficult engineering problems in the field and office.

**Experience and Training Guidelines:**

1. Three (3) years verifiable professional engineering (civil, mechanical, electrical, chemical, environmental, sanitary, or transportation (traffic)) work experience, which includes two (2) years experience equivalent to or higher than a 5204 Assistant Civil Engineer, 5222 Assistant Water Purification Engineer, 5228 Assistant Transportation Engineer, 5236 Assistant Electrical Engineer, or 5252 Assistant Mechanical Engineer;

**AND**

2. Possession of a Certificate of Registration as a Professional Engineer in the State of California in one of the following disciplines: civil, mechanical, electrical, chemical (environmental, sanitary) or traffic (transportation).

**Substitutions:**

- a. A Master's Degree in Chemical, Sanitary, Transportation (Traffic), or Environmental Engineering disciplines only or a Grade Four Certificate in Water/Wastewater Treatment Operation (CA) may substitute for one year work experience in the chemical, environmental or transportation specialties.



**JOB CODE TITLE: ASSOCIATE ENGINEER****JOB CODE: 5207****Business Unit: COMMN**

- b. A Ph.D. in Chemical, Sanitary, Transportation (Traffic), or Environmental Engineering disciplines only may substitute for two years work experience in the chemical, environmental or transportation specialties.
- c. There is no substitution for the required two years work experience equivalent to an Assistant Engineer or higher.
- d. Some positions may require additional special engineering licensing and/or work experience in areas such as Construction Management, Structural, Corrosion, Fire Protection, Geotechnical, Environmental, Control Systems or Industrial Engineering.
- e. City and County of San Francisco employees having six (6) months experience as a 5203 Assistant Engineer or higher will be admitted to the exam process. Successful candidates will be placed under waiver on the resulting eligible list until the two-year requirement is met in full.

**License or Certificate:**

Requires possession of a Certificate of Registration as a Professional Engineer in the State of California in one of the following disciplines: civil, mechanical, electrical, chemical (environmental, sanitary) or traffic (transportation). Most positions require a valid driver license.

**Working Conditions:** For some positions, the nature of the work may involve disagreeable working conditions such as working in sewers, confined spaces, exposure to inclement weather and various environmental elements, and with hazardous materials and dangerous gases and chemicals. May be required to travel to remote areas and/or to work weekends, shifts and overtime. Some positions may be located outside San Francisco (e.g. Millbrae, Moccasin and Sunol).

**Effective Date: 10/6/00**

**Reason for Creation of New Job Code:** To consolidate the Associate Civil Engineer, Associate Mechanical Engineer, Associate Electrical Engineer, Associate Sanitary Engineer, Associate Transportation Engineer, Associate Materials Engineer and Associate Water Purification Engineer job codes into a single job code and accurately reflect the current tasks, knowledge, skills, and abilities defined in the job analysis conducted for this new job code.

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(Abolishes 6324 Construction Engineer)

## SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CIVIL ENGINEER

CODE: 5208

### CHARACTERISTICS OF THE CLASS:

Under general direction, performs difficult and responsible professional civil engineering work in the field and office; may act as resident engineer on very large or complex construction projects; supervises subordinate professional and subprofessional engineering personnel engaged in such work; and performs related duties as required.

Requires responsibility for: Interpreting and coordinating existing engineering policies and methods with other departments and contractors; making regular responsible contacts with professional engineering personnel and contractors; preparing, checking and reviewing detailed and complex engineering plans, specifications, and related documents.

### EXAMPLES OF DUTIES:

1. Supervises a group of engineers and draftsmen engaged in the preparation of preliminary studies, reports, designs, calculations, cost estimates, and specifications for a wide variety of construction and maintenance projects.
2. Supervises the preparations of contract documents, including advertisement for bids, instructions to bidders, detailed specifications and contract bonds.
3. Reviews proposed subdivision and resubdivision of land for conformance with existing laws and ordinances; reviews complex structural plans and specifications for conformance with the building code.
4. Inspects and/or supervises the inspection of a wide variety of major and complex engineering projects.
5. Makes field inspections of land slides, structural failures and complex structural problems, and prepares recommendations thereon.
6. Reviews designs, calculations, drawings and cost and quantity estimates in contract specifications for engineering sufficiency and accuracy.
7. Supervises the preparation of drawings, maps, plats and legal descriptions in connection with right-of-way acquisitions.

### MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in civil engineering.

Requires six years of progressively responsible experience in engineering structural design, estimating, specification preparations, and inspection of construction projects, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Civil engineering methods, practices, procedures; the strengths and uses of construction materials and methods.

Requires considerable ability to: Check and evaluate engineering plans, designs and specifications; meet and consult with professional engineers, contractors and the public on complex engineering matters; requires ability to: Write professional and technical engineering reports; supervise professional and technical personnel.

CLASS TITLE: CIVIL ENGINEER

CODE: 5208

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills: (contd)

Requires considerable skill in the application of engineering theory and practice to practical field and office engineering problems.

License: Requires registration as a professional engineer in the State of California.

PROMOTIVE LINES:

To : 5210 Senior Civil Engineer

From: 5206 Associate Civil Engineer

Amended: 2/13/68

## SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: INDUSTRIAL ENGINEER .

CODE: 5209

### CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for planning, developing and administering a continuous program of cost reduction and improvements in efficiency and effectiveness in a major city department; insures the smooth functioning of various operations; determines the most practical cost effective utilization of equipment and facilities; determines personnel requirements; conducts comprehensive independent analyses of operations and procedures using a wide variety of analytical techniques and methods; and performs related duties as required.

### DISTINGUISHING FEATURES:

Employees in this classification are required to carry out very complex and difficult analytical assignments and work independently with little direction from superiors. Industrial engineers are distinguished from administrative and management classes by their responsibility for applying engineering and mathematical principles to solving operational and management problems. Positions in this class are distinguished from other engineering disciplines in that they are less concerned with the actual construction and design of buildings and hard systems.

### EXAMPLES OF DUTIES:

1. Analyzes airport or other departmental operations to determine areas where cost reductions can be effected, where efficiency can be increased and where equipment and personnel can be better utilized using a wide variety of analytical techniques; recommends, implements and monitors improvements.
2. As assigned, analyzes airport terminal flow using queuing theory and other analytical methods to determine restraints to passenger movement; recommends procedures to facilitate passenger movement and monitors their implementation.
3. Determines technical and financial feasibility of proposed changes in operations and physical plant; determines facilities requirements for departments or divisions and recommends allocation of space in accordance with space use and interrelationship requirements; analyzes functional layout of a variety of facilities to maximize effective utilization.
4. As assigned, assists in developing and presenting budgets; monitors expenditures to insure that they conform to departmental goals and objectives; establishes work measurement programs and develops standards of staff utilization.
5. Analyzes and recommends improvements to administrative systems and procedures, resource allocation and organizational relationships in order to increase efficiency and effectiveness.
6. Prepares a variety of reports on industrial engineering problems; makes recommendations as required; supervises assigned personnel on various projects; research studies and the compilation of statistical data; maintains records and reports on industrial engineering matters.

### MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from a four year college or university with a baccalaureate degree in Industrial Engineering or a closely related equivalent.





CLASS TITLE: INDUSTRIAL ENGINEER

CODE: 5209

MINIMUM QUALIFICATIONS: (Cont.)

Requires at least three years of progressively responsible experience as an Industrial Engineer or in a position performing the duties and responsibilities of an Industrial Engineer. A master's degree in Industrial Engineering is highly desirable.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: various analytical principles and techniques including but not limited to, the analysis of systems, procedures and operations, queuing theory, costs analysis, time and motion studies and methods improvement.

Requires considerable ability to: analyze systems and methods and find creative solutions to work problems; apply engineering and mathematical principles to solving administrative and operational problems; establish and maintain effective working relationships between administrators, supervisors and other employees under difficult circumstances; develop and present both oral and written reports.

License: Possession of a valid California Industrial Engineer License or Engineer in Training Certificate is desirable.

NEW CLASS

ADOPTED: 4-6-81



(Abolishes 6326 Senior  
Construction Engineer)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR CIVIL ENGINEER

CODE: 5210

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, directs the activities of a group of professional and subprofessional engineering personnel engaged in a wide variety of engineering projects; may direct professional engineering personnel engaged in the inspection of construction projects for conformance with plans and specifications; performs responsible administrative and specialized engineering work in connection therewith; and performs related duties as required.

Requires major responsibility for: Developing, coordinating and executing engineering methods and policies affecting a wide range of engineering activities; making regular important contacts with professional engineering people and contractors in connection with complex and difficult engineering matters; over-all supervision and review of detailed and complex engineering plans, specifications and technical papers.

EXAMPLES OF DUTIES:

1. Plans, organizes and directs the activities of field inspection crews or the design and preparation of drawings, specifications and estimates in connection with the construction and maintenance of a wide variety of civil engineering projects.
2. Reviews plans, designs and other engineering data for conformance with proper procedures and policies relating to engineering problems.
3. Makes field trips and inspections to resolve serious differences of opinion between engineers and contractors' representatives, particularly as they relate to design matters.
4. Conducts and attends conferences and meetings in connection with the planning and designing of improvement and construction projects.
5. Prepares and supervises the preparation of a variety of engineering data and reports in connection with future planning of construction and development projects.
6. Supervises the over-all planning for water resources and future construction programs to satisfy water demands; prepares estimates of future revenue and expenditures in order to plan for further expansion of the water system; prepares related reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in civil engineering.

Requires eight years of progressively responsible experience in structural designing, estimating, specification preparation, contract preparation and related phases of civil engineering, inspection of construction projects, including four years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: Modern civil engineering methods, techniques, and practices; the strength and uses of construction materials; engineering features of design and construction problems.

CLASS TITLE: SENIOR CIVIL ENGINEER

CODE: 5210

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills: (contd)

Requires considerable ability to: Originate, prepare and check designs, details, estimates, plans and specifications and contract documents; meet and consult with professional engineering personnel and public and private officials on engineering problems.

Requires a high degree of skill in the application of modern engineering methods and techniques to practical engineering problems.

License: Requires a registration as a professional civil engineer in the State of California.

PROMOTIVE LINES:

To : 5212 Principal Civil Engineer  
5188 Assistant Director of Public Works (Maintenance and Operation)  
5180 Assistant City Engineer

From: 5208 Civil Engineer

Amended: 1/13/68

OCT 23 2003

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES****SAN FRANCISCO  
PUBLIC LIBRARY****JOB CODE: 5211  
Business Unit: COMM****JOB CODE TITLE: SENIOR ENGINEER**

**Definition:** Under general administrative direction, manages and directs the activities of professional and technical engineering personnel performing highly technical and administrative functions in connection with the design, maintenance, construction, and operation of projects and systems.

**Distinguishing Features:** The Senior Engineer is distinguished from the 5241 Engineer by its higher level management responsibility and policy making responsibility on technical matters. The Senior Engineer is distinguished from the 5212 Principal Engineer classification by the latter's administrative and management responsibilities for the activities of a major division or group of units within a major engineering operation.

**Supervision Exercised:** Supervises professional and sub-professional engineers, technicians, inspectors, surveyors, and other related personnel. The Senior Engineer often manages the personnel in an entire engineering unit or work group.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class(es) and are not intended to be an inclusive list.

1. Supervises and coordinates the design of complex engineering projects, ensuring that codes, standards and project requirements are met; plans and develops programs, budgets and staff for a wide variety of engineering activities.
2. Manages and directs (a) group(s) of professional engineers, technicians and related professionals, including consultants, engaged in the preparation of engineering studies and/or construction contract documents by assigning tasks, establishing priorities, allocating resources and monitoring progress to assure the quality, cost effectiveness and performance of engineering work. Manages projects through planning, scheduling and monitoring critical milestones to ensure projects are completed on time and within budget.
3. Directs and participates in research projects, including studies, processes, and code revisions; recommends action; monitors procedures to meet regulatory requirements; provides engineering support to operations staff; and supervises the planning of facilities and construction projects.
4. Establishes and implements departmental policies, procedures and administrative directives in accordance with applicable laws, ordinances, codes, standards, rules, regulations, and legislative policies and procedures by interpreting, explaining, monitoring, and evaluating the organization's functional activities.
5. Coordinates all activities within a unit, with other sections of the engineering office and in the field, outside agencies, and consultants/contractors; resolves differences among engineers to ensure effective functioning of engineering activities; identifies problems, develops and compares alternatives and makes decisions or recommendations for effective problem resolution.



**JOB CODE TITLE: SENIOR ENGINEER****JOB CODE: 5211**  
**Business Unit: COMMN**

6. Plans, organizes and directs the administration and management of construction contracts; reviews, evaluates and makes recommendations for and/or approves contracts, contract modifications, specifications, related documents, and the settlement of claims.
7. Writes, and/or reviews and approves reports, memos, recommendations, routine correspondence and other documents.
8. Interviews, selects, trains, monitors, and evaluates departmental staff and consultants to ensure that work methods and work flow are effective; assures that written objectives are prepared for all professional employees; monitors the work of and evaluates, counsels and disciplines subordinate staff as necessary; and reviews and approves technical training programs for engineers and technicians.
9. Conducts meetings and makes presentations to Boards, Commissions, committees, approval agencies, staff and the general public for the purpose of providing accurate information, explaining policies, providing recommendations and/or solutions for engineering projects.
10. Represents the City and consults with government officials, business and civic organizations in connection with specific departmental issues.
11. Performs other duties as required.

**Job-related and Essential Qualifications:**

**Knowledge of:** principles and practices of engineering (civil, chemical (environmental/sanitary), mechanical, electrical, and/or transportation (traffic)), including Federal, State, and local laws, ordinances, codes, standards, rules, and regulations applicable to the planning and design, construction, maintenance, and operation work of individual engineering units.

**Ability to:** plan, schedule, direct, motivate, monitor and evaluate the work of engineering and technical personnel; budget for staffing and for capital and major maintenance projects; oversee complex programs, studies and processes; ensure adherence to established policies and procedures; train and develop subordinates in professional and technical areas and procedural changes; utilize resources, such as staff, budget and contractors, to resolve problems and expedite project goals; interact tactfully and courteously with co-workers, subordinates, department heads, members of Boards, Commissions, agencies and the general public to promote and maintain productive working relationships; handle difficult and sometimes hostile situations; convey technical ideas and information in a clear and concise manner to be understood by listeners with varying ability to understand technical language; consult with or make presentations to department personnel, officials, consultants, committees, clients and community groups; read, review, evaluate and interpret technical materials, research reports, and scientific studies; organize written information in a logical sequence to prepare clear and concise reports, correspondence, contracts and other documents to support project activity; apply skills in the application of specific engineering theory to practical field and office problems; analyze and investigate complex engineering problems and determine an effective course of action for resolution; review and analyze information from a variety of

**JOB CODE TITLE: SENIOR ENGINEER**SAN FRANCISCO  
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sources; divide complex problems and issues into components for analysis; identify sources of information which may help to clarify and/or resolve issues and complaints; gather, evaluate and interpret pertinent information, data and evidence; and establish sound conclusions or logical recommendations with consideration of the ramifications and impact of decisions.

**Experience and Training Guidelines:**

1. Seven (7) years verifiable professional engineering (civil, mechanical, electrical, chemical, sanitary, environmental, or transportation (traffic)) work experience, which includes two (2) years experience equivalent to the 5241 Engineer level or higher;

**AND**

2. Possession of a Certificate of Registration as a Professional Engineer in the State of California in one of the following or related disciplines: civil, mechanical, electrical, chemical (environmental/sanitary), or transportation (traffic).

**Substitutions/Notes:**

- a. A Masters degree in Chemical, Sanitary, Transportation (Traffic), or Environmental Engineering disciplines only or A Grade Four Certificate in Water/Wastewater Treatment Operation (CA) may substitute for one year work experience in the chemical, environmental or transportation specialties.
- b. A Ph.D. in Chemical, Sanitary, Transportation (Traffic), or Environmental Engineering disciplines only may substitute for two years work experience in the chemical, environmental or transportation specialties (submit copy with application).
- c. There is no substitution for the required two years work experience equivalent to 5241 Engineer or higher.
- d. Candidates licensed in other states, who otherwise meet the minimum requirements of this announcement but do not possess the required California License, may file for this examination, and if successful, will be placed under waiver on the resulting eligible list until the required California License is presented.
- e. City and County of San Francisco employees having six (6) months experience as a 5241 Engineer or higher will be admitted to the exam process. Successful candidates will be placed under waiver on the resulting eligible list until the two-year requirement is met in full.

**License or Certificate:** All positions require possession of a Certificate of Registration as a Professional Engineer in the State of California in one of the following disciplines: Civil, Chemical, Mechanical, Electrical, Environmental, or Transportation (Traffic). Some positions may require additional special engineering licensing and/or work experience in areas such as Construction Management, Structural, Corrosion, Fire Protection, Geo-technical, Environmental, Control Systems or Industrial Engineering. Additional specialty areas may be determined at a later time. Most positions require a valid driver license.

**Effective Date:** 10/6/00

**Reason For Creation of a New Class:** To consolidate classes 5210 Senior Civil Engineer, 5258 Senior Mechanical Engineer, 5242 Senior Electrical Engineer, 5249 Senior Sanitary Engineer, and 5232 Senior Transportation Engineer into a single class and accurately reflect the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.



## SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PRINCIPAL CIVIL ENGINEER

CODE: 5212

### CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans, assigns and directs the activities of several small units or a large group of professional and sub-professional civil engineering personnel engaged in a wide variety of engineering projects; performs highly responsible and complex engineering and administrative work in connection therewith; and performs related duties as required.

Requires major responsibility for: coordinating and approving engineering policy and methods affecting all sub-units; maintaining continuing contacts with responsible professional engineering personnel and ranking representatives of outside agencies and organizations in connection with the explanation and interpretation of engineering policies, rules and regulations; directing the preparation, review and approval of major engineering plans and documents.

### EXAMPLES OF DUTIES:

1. Directs all design phases of a wide variety of engineering projects; reviews and approves plans, specifications, contract documents and related data for such projects; advises subordinate personnel on policy and procedural matters relating to major work programs.
2. Confers with operating division managers on engineering phases and operations problems; gives advice and consultation; directs and is responsible for execution of necessary actions.
3. Confers with other departments and agencies relative to engineering projects and work programs to assure proper coordination of all related activities and responsibilities.
4. Prepares, reviews and approves correspondence, reports, estimates and other material related to work programs and refers same for final approval of superior.
5. Reviews submitted bids and makes recommendations as to award of contracts; reviews requests for encroachments on water-shed lands and rights-of-way; confers with public agencies and others on regulations concerning such requests and recommends courses of action thereon.
6. Reviews permits, agreements, deeds, conditions and land sales, and other related works in connection with land management.
7. Makes field inspection of contractual works in progress and approves partial payments; reviews and approves contract modifications and final payments for completed contracts.

### MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in civil engineering.

Requires ten years of progressively responsible civil engineering experience in structural designing, estimating, specifications and contract preparation and land management, including six years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

CLASS TITLE: PRINCIPAL CIVIL ENGINEER  
(continued)

CODE: 5212

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: modern civil engineering problems and practices; the strength and uses of construction; considerable knowledge of office management and administrative techniques.

Requires considerable ability to: direct the preparation of design, plans, specifications and their interpretation and use in engineering construction; meet and consult with professional engineering personnel and public and private officials on complex engineering and administrative matters.

Requires considerable skill in the application of modern engineering methods and techniques to practical engineering problems.

License: Requires registration as a professional civil engineer in the state of California.

PROMOTIVE LINES:

To: Water Department Assistant General Manager and  
Assistant Chief Engineer  
Assistant Director of Public Works  
(Maintenance and Operations)  
Assistant City Engineer

From: Senior Civil Engineer



CLASS TITLE: BUILDING PLANS ENGINEER

CODE: 5214

#### CHARACTERISTICS OF THE CLASS:

Under general administrative direction, directs the activities of professional engineering personnel engaged in the review of building construction and modification plans to assure structural sufficiency and conformance with building codes and laws; performs highly responsible structural engineering and administrative work in connection therewith; and performs related duties as required.

Requires major responsibility for: developing, coordinating and executing methods and policies relating to plan checking and building code enforcement activities; making regular important contacts with professional engineering personnel, contractors, legal representatives and property owners in connection with building construction or modification projects; reviewing and supervising the review of detailed and complex engineering plans, specifications and related technical papers and reports.

#### EXAMPLES OF DUTIES:

1. Directs the checking of structural plans and specifications prepared by engineers, architects and designers to assure structural safety and conformance with building codes; reviews permits for alteration or construction of buildings.
2. Confers with engineers, architects and designers in connection with preliminary planning or solution of engineering problems relating to city building construction requirements.
3. Interprets building code requirements relating to structural safety of buildings and the usage of various construction materials; reviews applications for material substitutions and new construction methods and makes recommendations thereon.
4. Makes field inspections of structural failures, complex construction and related field problems and makes recommendation to resolve same.
5. Instructs inspection personnel on good construction practices, structural details, uses of materials and related building construction problems.

#### MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in civil engineering.

Requires eight years of progressively responsible engineering experience in structural designing, building construction and inspection and related phases of civil engineering, including four years of responsible supervisory and administrative experience; or an equivalent combination of training and experience.

CLASS TITLE: BUILDING PLANS ENGINEER (continued)

CODE: 5214

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: modern building engineering methods, techniques and practices; the strength and uses of building construction materials; engineering features of building construction problems.

Requires considerable ability to: coordinate the design and preparation of building construction plans with the review of such plans for conformance with existing laws; meet and consult with professional engineering and architectural personnel, contractors and others on building construction problems.

Requires unusual skill in the application of structural engineering techniques to practical building construction problems.

License: Requires registration as a registered engineer in the state of california.

PROMOTIVE LINES:

To: Building Inspection Assistant Superintendent

From: Civil Engineer

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**SAN FRANCISCO  
PUBLIC LIBRARY**JOB CODE TITLE: FIRE PROTECTION ENGINEER****JOB CODE: 5215  
Business Unit: COMMN**

**DEFINITION:** Under general direction, performs challenging and responsible professional engineering review and inspection work in the specialized field of fire prevention and safety; advises fire inspection personnel engaged in fire prevention work; and performs related duties as required.

**DISTINGUISHING FEATURES:** A Fire Protection Engineer performs specialized and technical duties in fire protection and safety. Positions in this class require thorough knowledge in the principles and practices of engineering, fire protection and fire safety standards. This class is distinguished from classes in the building inspector series in that the latter lacks the specialized knowledge in fire protection and safety standards and procedures, and the expertise to inspect and test fire protection and suppression systems. It is distinguished from class H4 Inspector, Bureau of Fire Protection and Public Safety in that the latter lacks the technical background necessary to perform the full spectrum of Fire Protection Engineer duties.

**SUPERVISION EXERCISED:** None.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:** According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to this class and are not intended to be an inclusive list.

1. Reviews building and other construction plans and specifications for adequate and appropriate life safety systems and equipment; ensures that fire safe provisions are included where hazardous processes and/or dangerous chemicals or radioactive materials are involved; submits recommendations to the Fire Marshal for approval or disapproval of plans or specifications.
2. Provides technical assistance and guidance to Fire Department personnel engaged in fire prevention work, and participates in inspections of buildings and other structures periodically during the course of construction to ensure compliance with approved fire protection plans and testing procedures.
3. Assists the Chief, Division of Fire Prevention and Investigation (Fire Marshal) in the training of Fire Department Personnel in the technical, engineering aspects of fire prevention/inspection work; prepares instructional materials for use by inspectors throughout the department; gives lectures and arranges life-safety demonstration.
4. Reviews codes, ordinances, and fire protection standards from other jurisdictions for possible local applications; assists in the development of new or revised codes and ordinances; and drafts recommendations for the establishment of improved fire protection policies and practices.
5. Investigates sites of fires and makes determinations regarding possible structural, mechanical, alarm, fire extinguishing, or other safety system failures; prepares reports as required.
6. Provides professional, technical guidance and assistance to the department in the design, testing, and potential of proposed new fire-fighting apparatus and equipment as well as fire-retardant materials.
7. Makes recommendations to the Fire Marshal regarding requests for permits for hazardous chemical processes and installations.
8. Conducts performance-based analysis or reviews performance-based design to determine whether proposed fire protection systems are acceptable with regard to the intent of codes, standards, and ordinances.
9. May act for the Senior Mechanical Engineer in his/her absence.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Knowledge of: fire protection engineering methods and practices; installed fire extinguishing and related safety systems; safety practices to be followed in structures where hazardous solids, liquids, or gases are to be

manufactured, used or stored; firefighting equipment, its uses, capabilities, and limitations; the Uniform Building Code as it relates to fire protection; National Fire Protection Association Standards; correct grammar, spelling, and syntax to write coherent reports and correspondence; the principles of hydraulics related to water supply delivery; structural fire protection; the nature and characteristics of fire and related hazards; how fires originate, develop, and spread; fire prevention systems and practices; manual and automatic fire detection systems; fire control and suppression systems and practices; the effects of fire and fire effluents on buildings, fire prevention and detection systems, and people; and the hazards and risks associated with fire.

Ability to: check and evaluate engineering plans and designs to ensure compliance with applicable codes, ordinances, and standards; check and evaluate engineering specifications to ensure compliance with applicable codes, ordinances, and standards; evaluate smoke removal analysis reports to ensure compliance with applicable codes, ordinances, and standards; evaluate sprinkler plans and calculations to ensure compliance with applicable codes, ordinances, and standards; evaluate architectural plans to ensure compliance with applicable codes, ordinances, and standards; perform hydraulic water flow test and analyze the results of the test; work effectively with engineering and fire protection professionals; make critical decisions in stressful situations; communicate effectively with peers, supervisors, and members of the public from different cultures and backgrounds; make public presentations regarding fire protection, inspection, and investigation; write technical reports using correct grammar, spelling, and syntax; analyze and creatively resolve conflicts between code and operational and economic concerns; be tactful in dealings with higher authorities regardless of whether the authority is technically or organizationally higher; interpret federal, state, and local codes, ordinances, and standards pertaining to fire protection; work efficiently with minimal supervision to complete assigned tasks expeditiously; establish and maintain effective working relationships with other governmental agencies; identify fire hazards and risks in order to take corrective action; and correctly document methods of mathematical modeling.

#### **EXPERIENCE AND TRAINING GUIDELINES:**

1. Possession of a baccalaureate degree from an accredited college or university in fire protection, civil, mechanical, electrical, or related engineering; **AND**
2. Six years of verifiable professional experience in fire protection analysis including building design, specification writing, construction inspection, and plan review (including reading and interpreting architectural plans, computer fire modeling, and review of fire protection and life safety systems such as sprinkler and fire pump systems, smoke removal systems, fire resistive construction, means of egress, etc.)  
Note: a degree in fire protection engineering, as documented by copy of college transcripts, may be substituted for one year of professional experience; **AND**
3. Possession of a valid Fire Protection Engineer license issued by the California Board of Registration for Professional Engineers or a valid registration as a Fire Protection Engineer from another state, which is transferable to the State of California; **AND**
4. A valid Driver License.

**Effective Date:** October 15, 1973

**Amended:** November 5, 1979

**Amended:** April 25, 2001

**Reason for Amendment:** To accurately reflect the current tasks, knowledge areas, and abilities defined in the most recent job analysis conducted for this class.



**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: CHIEF SURVEYOR**

**JOB CODE: 5216**  
**Business Unit: COMMN**

**Definition:**

Under general direction, manages a section or division by planning, assigning, directing, and reviewing the work of a group of technical and professional personnel engaged in land survey activities or the processing of map applications and the monument preservation and maintenance program.

**Distinguishing Features:**

The Chief Surveyor is the highest level in the surveying series. Incumbents are distinguished from the 5314 Survey Party Chief by the higher level of responsibility and by the requirement for a professional license.

**Supervision Exercised:**

Incumbents in this class supervise a group of survey technicians and professionals.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Manages a section or division by planning, assigning, monitoring, and evaluating the work of subordinates.
2. Reviews surveying or map requirements and resolves problems as needed.
3. Examines areas to be surveyed and assigns the appropriate survey party.
4. Checks field survey or map work in progress and directs subordinates when necessary
5. Performs surveying or map processing operations when necessary to assist staff in difficult situations.
6. Manages the budget (including revenues for map processing division) for survey parties and map processing to ensure adequate staffing, supplies, and equipment.
7. Collects and reviews survey notes or map applications for completeness and accuracy.
8. Supervises the maintenance of official records, maps, and survey reports and the preparation of related reports.
9. Coordinates with other city agencies on requests for service, time schedules, and cost estimates.
10. Assists the Division Manager or Bureau Manager in making revisions of programs, objectives, and goals.
11. Develops, interprets, and coordinates surveying and map processing policy and methods for the department.
12. Processes and checks subdivision map applications, plans, and survey records prepared by licensed land surveyors for technical and record information accuracy with respect to the California Subdivision Map Act and the San Francisco Subdivision Codes and Regulations.
13. Writes and checks boundary legal descriptions and performs other professional duties which require a licensed land surveyor.
14. Manages horizontal and vertical control systems which may include use of Global Positioning System (GPS) monumentation/documentation program

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**JOB CODE TITLE: CHIEF SURVEYOR****JOB CODE: 5216****Business Code: COMMN**

15. Implements and maintains Geographic Information System (GIS) base map system.
16. Updates codes and regulations and reviews proposed bills and budget, cost, and fee assessments.
17. Makes regular contacts with the general public, other departments, contractors, private surveyors, and outside organizations relative to municipal mapping and survey practices and procedures.
18. Prepares legislation to change official street legislation, approve subdivision maps, and refers same to the Board of Supervisors.
19. Routinely represents the department at public hearings and before the Board of Supervisors and various commissions.
20. Drives a vehicle to work sites and meetings when necessary.
21. Performs related duties as required.

**Job-related and Essential Qualifications:**

**Knowledge of:** all phases of land survey work including methods of conducting various types of surveys such as GPS (Global Positioning System), automated data collection control surveys, and construction surveys; implementing and maintaining GIS (Geographic Information System) base map system; processing of survey notes and reports; laws, ordinances, and regulations pertaining to land survey and subdivision map processing in the City of San Francisco and other counties where surveying is done and the State of California including the Land Surveyor's Act and the Subdivision Map Act; safety practices and procedures applicable to survey work.

**Ability to:** plan, assign, direct, monitor, and evaluate the work of subordinates; communicate orally with other employees, the public, contractors, and others; communicate effectively in writing including composing reports, legislation, conditions/notes, and correspondence; relate effectively with a variety of people.

**Experience and Training Guidelines:**

1. Four years of experience supervising survey parties.
2. Possession of a valid California Professional Land Surveyor License, or a valid California Civil Engineer license (issued in 1981 or before).
3. Possession of a valid California driver license (at least Class C).

**Note:** At least one year of experience in county subdivision mapping is required for the position located in the Bureau of Street Use and Mapping at the Department of Public Works in addition to the Minimum Qualifications above.

**Amended Date: January 11,2000****Reason for Amendment:**

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

CLASS TITLE: BUILDING CODE ANALYST

CODE: 5217

## CHARACTERISTICS OF THE CLASS:

Under general direction, assists in the development of the building, housing, plumbing and electrical codes and other ordinances and state laws relating to building construction and building activities; reviews material approval requests and makes recommendations thereto; and performs related duties as required.

## DISTINGUISHING FEATURES:

The Building Code Analyst acts in a staff capacity to the Assistant Superintendent, Building Inspection Administration. The incumbent of this position is responsible for developing and coordinating all aspects of code work and approvals except for structural matters which includes evaluation, preparation, interpretation and instruction.

## EXAMPLES OF DUTIES:

1. Analyzes and reviews information and makes recommendations on code changes, drafts new code provisions and supervises office work involved in amending codes.
2. Reviews and makes recommendations on reports and data submitted in connection with requests for the approval of new building materials and new methods of construction not involving engineering matters.
3. Confers with and corresponds with other professional personnel and groups in connection with code changes.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in architecture.

Requires 12 years of progressively responsible experience in architectural design of a wide variety of structures, including major structures and/or in building construction code work on a full-time basis, including at least 5 years of responsible review of codes and code changes on a full-time basis or responsible for code review of all plans for his firm or organization; with at least 2 years major involvements in code activity representing his firm or organization either at the statewide level or in major revisions to the San Francisco Building Code; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: Architectural methods, techniques and practices and the use of construction materials, assemblies and arrangement, particularly as related to the development and application of building construction codes; building construction codes and the philosophy of codes; national test procedures and standards; code change procedures and preparation.

Requires special skill and ability: To organize code changes, analyze code change recommendations and prepare evaluations thereon; to express both orally and in writing code concepts, interpretations, changes and analyses; to supervise typists and others involved in process of activities; coordinate structural code changes prepared by engineers of bureau with ongoing changes on schedule; establish and maintain close liaison with professionals and others involved in codes and materials approvals.

License: Certification as a licensed architect in the State of California.

## PROMOTIVE LINES:

To : To be determined

From: Original entrance examination



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: STRUCTURAL ENGINEER

CODE: 5218

CHARACTERISTICS OF THE CLASS:

Under general direction, performs difficult and responsible professional structural engineering work in the field and office; reviews structural plans for all types of new construction, alteration work, high-rise buildings and complex structures; may be required to supervise professional and technical personnel engaged in such work; and performs related duties as required.

Requires responsibility for: Interpreting and coordinating existing engineering policies and methods with other departments and contractors; making regular responsible contacts with professional engineering personnel and contractors; preparing, checking and reviewing detailed and complex engineering plans, specifications and related documents.

EXAMPLES OF DUTIES:

1. Reviews all types of new construction, alteration work, high-rise buildings and complex structures.
2. Confers with engineers, architects, contractors and owners regarding proposed construction, alterations, or changes in buildings for conformation with the codes.
3. Initiates special inspection procedures, determines acceptability of reports and provides direction for building inspectors.
4. Investigates new materials and design or construction methods for acceptability.
5. Makes field investigations of land slides, structural failures, potential hazards, complex structural problems and prepares recommendations.
6. Provides staff assistance to the Senior Engineer in code review work and engineering research.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in civil engineering.

Requires six years of progressively responsible experience in engineering design, estimating, specification preparations and building construction or inspection, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Modern structural engineering including recognized standards applied to the design and construction of a wide variety of reinforced concrete, steel and timber structures; existing laws, ordinances and codes applicable to structural engineering and construction projects.

Requires considerable ability to: Check and evaluate engineering plans, designs and specifications; meet and consult with professional engineers, contractors and the public on complex structural engineering matters; requires ability to write professional and technical engineering reports.

Requires considerable skill in the application of structural engineering principles and practices to practical field and office design and construction problems.

License: Requires registration as a professional engineer in the State of California with authority to use the title "Structural Engineer."

PROMOTIVE LINES:

To : 5219 Senior Structural Engineer  
From: 5206 Associate Civil Engineer

Adopted: 4/1/74





SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLES: SENIOR STRUCTURAL ENGINEER

CODE: 5219

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, directs the activities of a group of professional and sub-professional engineering personnel engaged in structural and architectural plans review for safety and code conformance; performs responsible administrative and specialized structural engineering work in connection therewith; and performs related duties as required.

Requires major responsibility for overall supervision and review of detailed and complex structural engineering plans, specifications and technical papers; making regular important contacts with professional engineering people and contractors in connection with complex and difficult structural engineering matters.

EXAMPLES OF DUTIES:

1. Plans, organizes and directs the supervision of structural and architectural plan review for safety and code conformance.
2. Confers with various licensed professionals on complex problems and code interpretation.
3. Provides staff assistance to the Superintendent, Bureau of Building Inspection in connection with code research, writing of code rulings, administrative bulletins, office procedures, etc.
4. Supervises and evaluates the investigation of new materials, new design or construction methods and makes final recommendations for approval.
5. Performs administrative functions relating to personnel and office control.
6. Consults with and provides guidance to Building Inspection Division.
7. Supervises, assigns and evaluates field investigations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college with a baccalaureate degree, with major course work in civil engineering.

Requires eight years of progressively responsible experience in structural design including four years in building construction or inspection and also including responsible supervisory and administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of modern structural engineering, including recognized standards as applied to the design and construction of a variety of reinforced concrete, steel and timber structures; a thorough knowledge of the City Building Code and applicable State laws relating to structural design, a thorough knowledge of the usual sources of engineering information.

Requires considerable ability to direct and review the work of a group of engineers and other employees and to coordinate it with the overall program; the ability to conduct difficult engineering research studies; the ability to evaluate the engineering soundness of alternate proposals; the ability to prepare clear and comprehensive plans and reports, and the ability to deal tactfully and effectively with employees and the public.

Requires a high degree of skill in the application of modern engineering methods and techniques to practical engineering problems.

License: Requires registration as a professional civil engineer in the State of California with authority to use the title "Structural Engineer."

PROMOTIVE LINES:

To : 5212 Principal Civil Engineer  
5188 Assistant Director of Public Works (Maintenance and Operations)  
From: 5218 Structural Engineer

Adopted: 4/1/74



CLASS TITLE: JUNIOR WATER PURIFICATION ENGINEER

CODE: 5220

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs beginning level field and office, water purification engineering work; and performs related duties as required.

Requires responsibility for: following established water purification maintenance and operation procedures and methods; making routine contacts on ordinary engineering, maintenance and operation matters with other departmental employees; gathering and preparing ordinary plant operational data and reports.

EXAMPLES OF DUTIES:

1. Makes regular inspections, adjustments and minor repairs of water chlorination, fluoridation and other water treatment installations and equipment to assure that such equipment is maintained and operated in a satisfactory manner.

2. May supervise the activities of various craftsmen in maintenance and repair activities of water purification facilities.

3. May design simple components of water purification equipment and instruments.

4. Assists in the installation of new equipment; sterilizes newly installed water mains and reservoirs.

5. Receives customer complaints and makes visual inspections and water analyses in order to ascertain basis for complaints and proper corrective action.

6. Prepares daily reports and records of chemicals used in plant operations and equipment maintenance and repair work.

7. Conducts experiments relative to water treatment and equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in mechanical, sanitary or chemical engineering; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: the theory and practical aspects of water treatment, chemistry and engineering as it relates to the maintenance, operation and repair of water treatment plants; the fundamentals of mechanical and chemical engineering and the ordinary sources of general engineering information; modern engineering principles and practices, particularly as they relate to water purification; construction, maintenance and repair methods, particularly as they apply to the mechanical phases of water purification systems.

Requires ability to prepare ordinary equipment designs, drawings and sketches.

Requires skill in: the application of modern engineering principles and practices to water purification problems; the use of drawing instruments and materials.

CLASS TITLE: JUNIOR WATER PURIFICATION ENGINEER  
(continued)

CODE: 5220

License: Requires possession of a valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: Assistant Water Purification Engineer

From: Original Entrance Examination

CLASS TITLE: ASSISTANT WATER PURIFICATION ENGINEER

CODE: 5222

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs water purification engineering work of average difficulty in the field and office; and performs related duties as required.

Requires responsibility for: carrying out and explaining existing water purification techniques, methods and procedures; occasional contacts with the general public and other departmental engineering personnel in connection with water purification activities and problems; gathering and preparing water purification operation and maintenance data and reports.

EXAMPLES OF DUTIES:

1. Inspects and participates in the operation, maintenance and repair of fluoridation, chlorination and other water purification equipment for the water supply system.

2. Prepares preliminary and functional design drawings for new water treatment facilities and conversion and alteration of existing facilities.

3. Supervises and assists in the installation and testing of new water treatment equipment.

4. Supervises and participates in the sterilization of new water mains and reservoirs.

5. Conducts inspections and investigations of water system pipe lines, tunnels, reservoirs and watershed properties to assure that consumer's water supply is not contaminated.

6. Conducts experiments relative to water treatment practices and equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in mechanical, sanitary or chemical engineering.

Requires two years of progressively responsible engineering experience in the operation, maintenance, repair and design of water purification systems and facilities; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: modern engineering principles and practices, particularly as they relate to water purification systems; construction, operation, maintenance and repair requirements of water purification systems.



CLASS TITLE: ASSISTANT WATER PURIFICATION ENGINEER  
(continued)

CODE: 5222

Requires ability to: investigate and evaluate water purification problems and prepare clear and concise reports on such investigations; deal effectively with other engineering personnel on technical water purification problems and practices.

Requires skill in: the application of modern engineering principles and practices to practical water purification and maintenance problems; the use of drawing instruments and materials.

License: Requires possession of: a valid state motor vehicle operator's license; a grade III water treatment plant operator's certificate from the American Water Works Association.

PROMOTIVE LINES:

To: Associate Water Purification Engineer

From: Junior Water Purification Engineer

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**JOB CODE TITLE: ASSOCIATE WATER PURIFICATION ENGINEER      JOB CODE: 5224**  
**Business Unit: COMMN**

**DEFINITION:**

Under general direction, an incumbent in this class is responsible for providing process engineering and research support to SFPUC's (San Francisco Public Utilities Commission) operating divisions. The Associate Water Purification Engineer implements Water Quality Bureau (WQB) objectives and goals throughout the transmission system and helps ensure compliance with regulatory requirements. The work primarily involves conducting water quality studies, analyzing system performance data, troubleshooting or optimizing system performance, and monitoring regulatory compliance. The essential functions of this class include, but are not limited to: design and conduct bench-pilot and full-scale studies to evaluate process modifications, new treatment techniques, and new chemical products; review and analyze water quality data and make treatment, operational, and monitoring recommendations; assist with the development of treatment optimization guidelines, water quality objectives, system targets, and operational criteria; evaluate unusual water quality events and treatment difficulties; perform preliminary engineering designs for new facilities and modifications; review, interpret, and summarize technical literature and or regulations for project support; review, edit and or provide comments on technical documents including proposed regulations; conduct training as needed and data analysis to assist operations staff with optimizing system performance; perform studies and or assist operations staff with optimizing system performance; conduct the planning, preparation, field oversight, and documentation of disinfection and dechlorination activities.

**DISTINGUISHING FEATURES:**

Job code 5224 is distinguished from Job Code 5203 by its responsibility for performing complex and difficult field and or office engineering work related to water and wastewater treatment.

**WORKING CONDITIONS:**

The nature of the work may involve disagreeable working conditions such as working in pipelines or other confined spaces, in inclement weather, and with hazardous materials, dangerous gases and chemicals. Incumbents may be required to travel to remote areas on mountain roads in snowy, icy, or rainy conditions. Individuals in this classification may also have to work occasional weekend shifts and overtime in the field with little or no advance notice.

**SUPERVISION EXERCISED:**

Job code 5224 supervises technical subordinates (Job Codes 5203 and 5201) and craft staff on projects and/or assignments.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to 5224 Associate Water Purification Engineer and are not intended to be an inclusive list.

1. Functions as a project engineer for water and wastewater projects (provides project scope, schedule, budget, etc.) and is responsible for project completion, quality control and coordination among different facilities.
2. Instructs subordinate personnel in operational start up and trouble-shooting procedures to monitor and control all facilities and equipment and ensure compliance with appropriate State/Federal water and wastewater regulations.
3. Reviews plans and specifications and makes recommendations for new facilities and the alteration and conversion of existing facilities and makes routine inspections of treatment facilities to ensure compliance with drinking water and wastewater regulations.

4. Maintains records and prepares comprehensive reports; designs and conducts investigations for applied research and analysis of water treatment and wastewater quality control projects.
5. Plans, supervises and may perform experiments relative to process performance reliability (drinking water and wastewater).
6. Supervises and directs subordinate employees; assigns and reviews work performed by them; trains in accordance with drinking water and wastewater regulations and evaluates performance.
7. Coordinates work between various sections/divisions within the department to develop and research needs and activities relative to long-term goals.
8. Assists in the permitting process for departmental facilities in order to ensure compliance with State/Federal regulations.
9. Assists in interpreting new regulations to ensure departmental compliance with State/Federal regulations.
10. Works with consultants to do special studies and develop strategies to remain in compliance with current and future regulations.

**Knowledge of** engineering theory, principles and practices related to water and wastewater treatment; and troubleshooting, repair and installation procedures related to water and wastewater treatment and monitoring systems.

**Ability to** conduct investigations and or research, deal in a cooperative manner with individual customers and the general public; lead technical and craft staff on projects; and administer and assist in the successful completion of projects for water quality operations.

**Skill in** oral and written communication

**EXPERIENCE AND TRAINING GUIDELINES:**

1. Graduation from a college or university accredited by the Accreditation Board of Engineering and Technology, with a Bachelor of Science degree with major coursework in environmental, sanitary, civil, or chemical engineering; AND
2. Possession of a valid registration as a Professional Engineer in the State of California by the Board of Registration for Professional Engineers; AND
3. Three (3) years of experience in environmental, sanitary, civil, or chemical engineering in water or wastewater treatment facilities planning, design, or operations; AND
4. Possession of a valid driver's license.

**Effective Date:** 1/12/61

**Amended Date:** 3/14/01

**Reason for Amendment:** To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: TRAFFIC SURVEY CODER-INTERVIEWER

CODE: 5226

CHARACTERISTICS OF THE CLASS:

Under supervision, obtains information necessary to traffic or parking surveys by interviewing motorists on street; compiles and makes computations on data collected and performs related duties as required.

Requires responsibility for: carrying out well-defined instructions and prescribed survey techniques; exercise of tact and discretion during continuous public contact; maintaining accurate records of data obtained and making simple calculations on such data.

Note: Positions in this classifications are temporary in character and may be assigned working shifts which correspond with the needs of the survey to which the employee is assigned.

EXAMPLES OF DUTIES:

1. Carries out interviews with motorists in the field regarding destination, reason for trip, parking needs or other pertinent information; keeps record of data so obtained.
2. In the office, codes information obtained in field preparatory to entry on business machine cards.
3. As assigned, may make inventory of available parking space or may make traffic counts.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of high school.

Knowledge, Abilities and Skills: Requires some knowledge of the city street system; requires ability to employ tact and courtesy in dealing with the public and to perform simple arithmetic and related clerical work.

License: Applicants must possess a valid California Operator's license.

PROMOTIVE LINES:

Recruitment will be on an open basis.

The temporary nature of positions in this classification precludes promotion to and from this classification

ADOPTED: 11/5/64





SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: JUNIOR TRANSPORTATION ENGINEER

CODE: 5227

CHARACTERISTICS OF THE CLASS:

Under supervision, performs beginning level traffic engineering work in the field and office following established engineering methods and procedures; applies principles and practices of traffic engineering and transportation planning to the city's traffic system; makes routine contacts with other employees and the general public on engineering matters; gathers and maintains ordinary engineering data and records; and performs related duties as required.

DISTINGUISHING FEATURES:

This classification is the entry-level position of the Transportation Engineer series. It is characterized by its focus on routine traffic and transportation issues and is distinguished from Assistant Transportation Engineer by the latter's responsibility for performing more complex work under general supervision.

EXAMPLES OF DUTIES:

"The class specifications shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed." (Civil Service Rule 7)

1. Conducts traffic engineering studies; collects and analyzes data pertaining to traffic flow and projected loads, circulation patterns, road capacity, installation of traffic signal systems; and prepares technical reports.
2. Assists in the design and preparation of plans for installation of new signal systems and channelization projects; plans for traffic movement and control, road widening, parking layouts, driveway, sidewalk and street access and maneuverability for motorists, and pedestrians; prepares traffic plans for future roadway improvements and developments.
3. Makes field inspections of streets under construction to ensure compliance with contract plans, specifications and conditions.
4. Reviews and makes recommendations on plans submitted by other departments regarding the adequacy of access roads and related traffic problems; assists in the preparation of reports on traffic surveys.
5. Investigates complaints regarding traffic signal operations and analyzes traffic accident reports and hazards; reviews and models, using computer applications, alternate plans for modification of signals, other control devices, traffic direction or speed; evaluates results and makes appropriate recommendations.
6. Provides written and oral responses to a variety of inquiries and problems regarding traffic engineering policies, procedures, standards, environmental impact reporting, appeals, and other related project activities; prepares and processes routine legislation for traffic regulation changes.

## MINIMUM QUALIFICATIONS:

"The examination announcement shall provide the qualifications...and other particulars...Applicants must be guided solely by the announcement of the examination for which they apply." (Civil Service Rule 9)

Knowledges, Skills and Abilities: Knowledge of principles, practices and methods of traffic engineering and transportation planning, street and highway design, traffic control devices and safety; working knowledge of research techniques, report writing, statistical analysis.

Ability to: Investigate traffic and signal complaints; gather data for analysis; learn to program and time traffic signals, operate computers and work with traffic-related software; maintain an effective working relationship with a variety of people, understand and apply pertinent laws, regulations and ordinances.

ADOPTED: 4-6-92

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**5228 ASSISTANT TRANSPORTATION ENGINEER**

**DEFINITION OF CLASS:**

Under general supervision, performs transportation engineering work of average difficulty in the field and office; may supervise subordinate engineers and subprofessional engineering personnel; makes occasional contacts with the general public, contractors, and other departmental personnel on technical traffic engineering problems; explains existing techniques and methods; prepares and reviews engineering data and reports.

**DISTINGUISHING FEATURES:**

The Assistant Transportation Engineer classification is the entry-level classification in the engineering series. The Assistant Transportation Engineer is distinguished from the Associate Transportation Engineer in that the latter class requires a Professional Engineer's license and has a greater degree of technical and supervisory responsibility.

**SUPERVISION EXERCISED:**

May exercise limited supervision over Junior Engineers, student engineering trainees and related personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and not intended to be an inclusive list.

1. Prepares, reviews, and checks ordinary designs, plans, specifications, and estimates for a variety of engineering projects.
2. Reviews and analyzes field data and results of office research in determining corrective measures applicable to existing traffic problems; makes field studies of traffic problems in connection with the installation of traffic control devices.
3. Prepares designs and work schedules for the installation of new signal systems and channelization projects; supervises and participates in field studies and collection of data relative to traffic movement and the characteristics of motorists and pedestrians.
4. Makes field inspections of street projects under construction to assure adherence to contract specifications; prepares and reviews traffic plans for future developments and improvements.
5. Reviews and makes recommendations on plans prepared by other departments for adequacy of access roads and related traffic problems; assists in the preparation of reports on traffic surveys.

6. Prepares correspondence and reports for a variety of inquiries and problems regarding traffic engineering policies, procedures, standards, environmental impact issues, appeals, and other related project activities; prepares and processes legislation for traffic regulation changes.
7. Meets and consults with professional engineering personnel, contractors, and the public on traffic engineering matters.
8. Prepares cost estimates for ordinary engineering projects.
9. Performs engineering calculations.
10. May exercise limited supervision over subordinate level engineers and drafting personnel.
11. Answers public inquiries on a variety of engineering matters.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Any combination of experience and training that could likely meet the required knowledge and abilities may be qualifying. A typical way of obtaining this would be:

**Knowledge of:** Principles and practices of transportation engineering.

**Ability to:** Prepare and check designs, details, estimates, and plans and specifications of transportation engineering projects; investigate and evaluate transportation engineering problems in a discipline area; prepare clear and concise engineering reports; apply engineering theory to practical field and office problems; understand and apply pertinent laws, regulations, and ordinances; use drafting instruments and transportation related computer software; and supervise subordinate engineering personnel.

**Experience and Training Guidelines:** Requires completion of a four year college or university with a baccalaureate degree with major course work in civil or transportation engineering; or an equivalent combination of education, training and experience. Requires at least one year engineering work experience at the level of a junior engineer. Some positions may require additional or other specialized engineering training or experience.

**License:** Requires an Engineer-In-Training Certificate or equivalent from the State of California.

**Retitled and Amended:** 4/6/92

**Amended:** 8/19/97

This specification has been retitled and amended to conform with The California Professional Engineers Act, Business and Professions Code, Article 1, Sections 6704 and 6732.

**CITY AND COUNTY OF SAN FRANCISCO  
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**5229 ASSOCIATE TRANSPORTATION ENGINEER**

**DEFINITION OF CLASS:**

Under direction, performs professional transportation engineering work in the field and office; supervises subordinate engineering and drafting personnel engaged in such work; and performs related duties as required. This classification is responsible for the operation of a highly complex section of transportation engineering, involving the operation and maintenance of traffic control devices and legislative procedures leading to traffic regulations; performs professional transportation engineering work in connection therewith; and performs related duties as required.

**DISTINGUISHING FEATURES:**

The Associate Engineer is the journey-level classification in the engineering series and is the first level that requires a license as a Professional Engineer from the State of California.

**SUPERVISION EXERCISED:**

Exercises technical and functional supervision over Assistant and Junior Engineers, technicians, and other related personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 9, The duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Prepares and supervises the preparation of engineering studies, reports, designs, drawings, specifications, estimates and calculations affecting a wide variety of engineering projects.
2. Directs and reviews the preparation of engineering plans, maps and data for the Interdepartmental Staff Committee on Traffic and Transportation, departmental public hearings and Board of Supervisors hearings, leading to new traffic laws and ordinances.
3. Directs and reviews the preparation of schedules and work orders for the installation and maintenance of street traffic painting and traffic signs, including direction of the field supervision of traffic painters; investigates and directs traffic signal timing changes to meet changing traffic conditions
4. Makes recommendations regarding permits for taxi cab and limousine stands, driveways, automobile parking stations, street openings and bus zones; directs collection of traffic survey data for other operating traffic engineering sections.



5. Supervises the maintenance of permanent files of traffic signs, signals and markings for dissemination as legal information; testifies in court as to traffic records.
6. Evaluates, writes, and discusses performance evaluations on subordinate staff

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Any combination of experience and training that could likely meet the required knowledge and abilities may be qualifying. A typical way of obtaining this would be:

**Knowledge of:** Principles and practices of transportation engineering.

**Ability to:** Prepare and check design details, estimates, engineering plans and specifications; meet and consult with departmental officials, consultants and related engineering personnel; supervise subordinate engineering personnel; write correspondence and technical engineering reports; apply engineering theory and practice to field and office engineering problems; manage budgets, cost controls and schedule of engineering projects. Investigate transportation engineering problems and decide on an effective course of action; requires skill in the application of transportation engineering theory to practical field and office problems.

**Experience and Training Guidelines:** Requires completion of a four-year college of university with a baccalaureate degree with major course work in civil or transportation engineering; or an equivalent combination of training and experience. Requires at least three years engineering work experience, two of which must be at the Assistant Engineer level. Some positions may require additional specialized engineering training and/or experience.

**License:** Requires registration as a Civil or Traffic Engineer in the State of California.

**Retitled and Amended:** 8/19/97

**Amended:** 9/9/97

This specification has been retitled and amended to conform with the California Professional Engineers Act, Business and Professions Code, Article 1, Sections 6704 and 6732.

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**5230 TRANSPORTATION ENGINEER**

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**DEFINITION OF CLASS:**

This classification, under general direction, performs difficult and responsible professional engineering work in the field and office; is responsible for assisting in the planning, administration and operation of the division of transportation engineering; performs professional research-related duties as required.

**DISTINGUISHING FEATURES:**

The Transportation Engineer is the advanced journey level classification in the engineering series. It is distinguished from the Associate Transportation Engineer classification by its higher level of technical expertise and supervisory responsibility. The Transportation Engineer is distinguished from the Senior Transportation Engineer classification by the Senior Transportation Engineer's higher level of management and policy-making responsibility on technical matters. The Engineer often acts as project engineer or lead designer on complex engineering projects.

**SUPERVISION EXERCISED:**

Exercises technical and functional supervision over Engineers, technicians, inspectors, surveyors, and other related personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Supervises professional engineers, technicians, and related professionals including consultants in the preparation of studies, reports, designs, calculations, cost estimates, and specifications for a wide variety of transportation engineering projects; analyzes and/or makes decisions regarding systems operations.
2. Supervises the preparation of and/or prepares contract documents, such as detailed plans and specifications.
3. Assigns special traffic surveys to subordinates; assigned and reviews special studies on installation of street signs, determination of one-way streets, street crossing areas and loading zones; determines and assigns location for traffic checks and speed studies; makes field investigations prior to study where unusual or complicated problems exist.

4. Investigates and supervises the investigation of complaints related to transportation engineering activities; prepares and reviews street parking facility designs, plans for parking meter locations and street geometric drawings.
5. Directs the preparation of survey reports and the maintenance of records relating to traffic engineering studies.
6. Makes field visits to construction projects to verify general design conformance; seek solutions to problems; and prepare recommendations.
7. Conducts meetings and makes presentations to staff, committees, boards, commissions, approval agencies, and the general public.
8. Writes, reviews, and approves departmental legislation, reports, and related documents
9. Interviews, selects, trains, monitors, evaluates, counsels and disciplines staff.
10. Evaluates code and regulatory compliance and makes recommendations on the interpretation of codes and regulations; when necessary initiates changes to codes and regulations.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Any combination of experience and training that could likely meet the required knowledge and abilities may be qualifying. A typical way of obtaining this would be:

**Knowledge of:** Requires comprehensive knowledge of the principles and practices of transportation engineering and considerable knowledge of modern traffic engineering methods and techniques.

**Ability to:** Check and evaluate engineering designs, plans and specifications; meet and consult with engineering personnel, contractors, consultants and the general public on complex engineering matters; write technical engineering reports; supervise professional and technical personnel; apply engineering theory and practice to difficult and specialized engineering problems.

**Experience and Training Guidelines:** Requires completion of a four-year college or university with a baccalaureate degree with major course work in civil or transportation engineering; or an equivalent combination of education, training and experience. Requires at least five years engineering work experience, two years of which must be at the level of an Associate Engineer or equivalent.

**License:** Requires registration as a Civil or Traffic engineer in the State of California.

**Retitled and Amended:** 8/19/97

This specification has been retitled and amended to conform with the California Professional Engineers Act, Business and Professions Code, Article 1, Sections 6704 and 6732.

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**5232 SENIOR TRANSPORTATION ENGINEER**

**DEFINITION OF CLASS:**

Under general administrative direction, directs the activities of a group of professional and sub professional engineering personnel engaged in a wide variety of transportation engineering projects and systems operations; performs responsible administrative and specialized engineering work; and performs related duties as required.

**DISTINGUISHING FEATURES:**

The Senior Transportation Engineer is distinguished from the Transportation Engineer classification by its management and policy-making responsibility on technical matters. The Senior Engineer is distinguished from the Principal Engineer classification by the higher level of administrative and overall policy making responsibility of the Principal Engineer.

**SUPERVISION EXERCISED:**

Exercises technical and functional supervision over Engineers, technicians, inspectors, surveyors, and other related personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Manages professional engineers, technicians and related professionals, including consultants engaged in the preparation of studies and/or construction contract documents; analyzes and/or makes decisions regarding systems operations.
2. Plans and develops programs, budgets staff, and other resources for a wide variety of engineering activities.
3. Directs and controls engineering staff by establishing priorities, making assignments, allocating resources and monitoring progress of engineering work.
4. Implements departmental policies, procedures, and administrative directives by interpreting, explaining, and monitoring engineering activities; establishes pertinent technical policies and procedures of the organization.
5. Coordinates activities within a unit and other sections of the organization, as well as other agencies; and resolves differences among engineers and contractors/consultants.
6. Conducts meetings and makes presentations to boards, commissions, committees, approval agencies, staff and the general public.
7. Reviews, evaluates and approves drawings, specifications, and related documents.
8. Interviews, selects, trains, monitors, evaluates, counsels, and disciplines staff.



9. Writes, reviews and approves reports, correspondence, and legislation.
10. Approves work scopes, proposals, contracts, contract modifications, and settlement of claims or disputes.
11. Manages contract and code compliance and when necessary initiates contract and code changes.
12. Represents the city and consults with governmental officials, business and civic organizations in connection with parking, traffic and transportation problems.
13. Plans, organizes, and directs the administration and management of construction contracts.
14. Supervises adequacy of the technical review performed by various design disciplines to ensure consistency with the general conditions, drawings, and technical specifications of the contract bid documents.
15. Reviews and approves accuracy and adequacy of design criteria, project requirements, codes, regulations, and standards and safety requirements.
16. Reviews and approves procedural changes in executing and monitoring engineering projects.
17. Reviews and approves technical training programs for engineers and technicians engaged in engineering projects.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Any combination of experience and training that could likely meet the required knowledge and abilities may be qualifying. A typical way of obtaining this would be:

**Knowledge of:** Requires comprehensive knowledge of the principles and practices of Transportation Engineering, including ordinances and regulations pertaining to traffic movement and the construction or conversion of city streets or highways.

**Ability to:** Review and evaluate engineering designs, plans and specifications; meet and consult with engineering personnel, contractors, consultants and the general public on complex engineering matters; write technical engineering reports; supervise professional and technical personnel; manage engineering personnel; apply transportation engineering theory and practice to practical field and office engineering problems.

**Experience and Training Guidelines:** Requires completion of a four-year college or university with a baccalaureate degree with major course work in civil or transportation engineering; or an equivalent combination of training and experience. Requires at least seven years engineering work experience, two of which must be at the Engineer level.

**License:** Requires registration as a Civil or Traffic Engineer in the State of California.

**Retitled and Amended:** 8/19/97

**Amended:** 9/9/97

This specification has been retitled and amended to conform with the California Professional Engineers Act, Business and Professions Code, Article 1, Sections 6704 and 6732.



CLASS TITLE: JUNIOR ELECTRICAL ENGINEER

CODE: 5234

CHARACTERISTICS OF THE CLASS:

Under supervision, performs beginning level electrical engineering work in the field and office; and performs related duties as required.

Requires normal responsibility for following established engineering methods and procedures; making routine contacts in connection with engineering problems; gathering, preparing and maintaining ordinary engineering reports and records.

EXAMPLES OF DUTIES:

1. Prepares designs, drawings and sketches in connection with electrical engineering phases of various construction and conversion projects.
2. Makes preliminary field studies and investigations of proposed projects.
3. Designs and calculates power and lighting features and circuits.
4. Makes field inspections of work done by private contractors for conformance with plans and specifications; checks and records work progress at various construction sites.
5. Makes cost estimates of proposed lighting and electrical systems.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in electrical engineering; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: the modern procedures and practices of electrical engineering; modern construction methods and procedures, particularly as applied to the electrical phases of construction projects.

Requires ability to prepare ordinary electrical engineering details, plans, designs, estimates and computations.

Requires skill in the application of electrical engineering practices and procedures to practical field and office problems; requires skill in the use of drafting instruments.

PROMOTIVE LINES:

To: Assistant Electrical Engineer

From: Original Entrance Examination



## CHARACTERISTICS OF THE CLASS:

Under general supervision, performs electrical engineering work of average difficulty in the field and office; may supervise subordinate engineers and sub-professional personnel engaged in such work; and performs related duties as required.

Requires responsibility for: carrying out and explaining existing engineering methods and procedures; making occasional contacts with other departments, engineering personnel and the general public relative to electrical engineering matters; gathering, preparing and maintaining ordinary technical engineering records and reports.

## EXAMPLES OF DUTIES:

1. Makes preliminary investigations for new construction and modifications to existing facilities.
2. Collects information and data relative to the electrical engineering phases of construction projects; prepares designs, plans and specifications for ordinary electrical construction projects.
3. Prepares and supervises the preparation of cost estimates and computations for construction projects; inspects materials and equipment to determine conformity with prescribed standards and specifications.
4. Tests and checks electric installations of equipment for proper operation.
5. Prepares periodical progress reports on various construction projects; may review work progress and recommend for partial payments.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from a four year college or university with a baccalaureate degree, with major course work in electrical engineering.

Requires two years of progressively responsible electrical engineering experience in designing, estimating, specification writing and the inspection of construction work, particularly as relates to electrical engineering; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: modern electrical engineering principles and practices; modern construction practices, particularly as they apply to the electrical phases of engineering projects; good knowledge of laws, ordinances and regulations governing electrical construction projects.

Requires ability to: prepare electrical designs, details, estimates and plans and specifications; investigate and evaluate engineering problems and to prepare clear and concise reports on such investigations; deal effectively and courteously with engineering personnel on technical problems.

CLASS TITLE: ASSISTANT ELECTRICAL ENGINEER (Continued) CODE: 5236

Requires skill in: the application of modern electrical engineering techniques and methods to practical field and office problems; the use of drawing instruments and materials.

PROMOTIVE LINES:

To: Associate Electrical Engineer

From: Junior Electrical Engineer

CLASS TITLE: ASSOCIATE ELECTRICAL ENGINEER

CODE: 5238

CHARACTERISTICS OF THE CLASS:

Under direction, performs professional electrical engineering work in the field and office; supervises subordinate engineering personnel engaged in such work; and performs related duties as required.

Requires responsibility for: interpreting and enforcing existing engineering methods and policies; making regular contacts with professional and sub-professional engineering personnel, other departments and outside organizations, in connection with electrical engineering projects; preparing, checking and reviewing important detailed and complex engineering plans, specifications and documents.

EXAMPLES OF DUTIES:

1. Prepares and supervises the preparation of electrical engineering designs, drawings, specifications, estimates and calculations effecting a wide variety of construction, maintenance and repair projects.

2. Assists in the preparation of complex contract documents; reviews and checks, design calculations, contractors' shop drawings and engineering drawings.

3. Computes cost estimates and material requirements for a variety of electrical construction and maintenance projects.

4. Conducts and attends meetings and conferences in relation to various construction projects; conducts complex surveys and investigations of various projects under construction, and prepares comprehensive reports of such investigations.

5. Makes field investigations and inspections of construction projects to assure conformance with plans and specifications.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in electrical engineering.

Requires four years of progressively responsible experience in the design, inspection, construction and operation of electrical equipment and facilities, including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: modern electrical engineering methods, techniques and procedures; the design, construction and alteration of electrical equipment and installations; modern construction methods, particularly as they relate to the electrical phases of construction projects.

Requires ability to: originate, prepare and review designs, estimates and specifications for electrical engineering projects; supervise and review work in progress for accuracy and technical sufficiency.

Requires considerable skill in the application of electrical engineering techniques and methods to practical design, construction and installation problems.



CLASS TITLE: ASSOCIATE ELECTRICAL ENGINEER (continued) CODE: 5238

License: Requires registration as a professional engineer in the State of California.

PROMOTIVE LINES:

To: Electrical Engineer

From: Assistant Electrical Engineer

## CHARACTERISTICS OF THE CLASS:

Under general direction, performs difficult and responsible professional electrical engineering work in the field and office; supervises subordinate professional and sub-professional engineering personnel engaged in such work; and performs related duties as required.

Requires responsibility for: carrying out and coordinating engineering methods with various units responsible for engineering construction projects; considerable responsibility for making regular important contacts with professional engineering personnel and contractors in connection with engineering matters; considerable responsibility for checking and reviewing detailed and complex engineering plans, specifications and contracts.

## EXAMPLE OF DUTIES:

1. Prepares and supervises the preparation of general and detailed drawings for electrical phases of complex construction and building projects.

2. Reviews and checks drawings and plans prepared by others for technical sufficiency and accuracy; makes partial and final estimates for work completed on construction projects.

3. Coordinates the preparation of electrical designs and drawings with structural and mechanical phases of construction projects.

4. Prepares and supervises the preparation of electrical engineering contract plans, estimates and specifications; prepares and supervises the preparation of complex engineering reports in connection with various studies made of electrical engineering and construction problems.

5. Confers with contractors and other engineering personnel on the design and installation of electrical systems and equipment; supervises inspection and acceptance of electrical components of various construction projects.

6. Supervises the operation of power generating facilities, including monthly programming of generating operations and the preparation of estimates of revenue and expenditures of such operations.

7. Makes load studies in connection with system planning and development.

8. Makes cost analyses and rate studies in determining economic requirements in relation to power generation and use.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in electrical engineering.

Requires six years of progressively responsible experience in the designing, inspection, construction and operation of electrical systems, equipment and facilities, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

CLASS TITLE: ELECTTICAL ENGINEER (continued)

CODE: 5240

Knowledge, Abilities and Skills: Requires considerable knowledge of: modern electrical engineering techniques and procedures; the design, construction, installation and operation of electrical systems and equipment; modern construction methods and techniques, particularly as they apply to the electrical phases of construction projects; existing laws, ordinances and codes applicable to electrical engineering and construction projects.

Requires ability to: plan, organize, supervise and inspect the work of subordinate engineering personnel; originate, prepare and review designs and specifications for complex electrical engineering projects; perform responsible inspectional and investigating work and prepare clear and concise reports thereon.

Requires considerable skill in the application of electrical engineering principles and practices to practical field and office design and construction problems.

License: Requires registration as a professional engineer in the state of california.

PROMOTIVE LINES:

To: Senior Electrical Engineer

From: Associate Electrical Engineer

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

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**JOB CODE TITLE: ENGINEER**

**JOB CODE: 5241**  
**Business Unit: COMMN**

**Definition:** Under general direction, performs difficult and responsible professional engineering work in the field and office; and supervises and manages professional and technical engineering staff, consultants, and other related staff engaged in a variety of engineering projects.

**Distinguishing Features:** The Engineer is the advanced journey-level classification in the engineering series. It is distinguished from the Associate Engineer classification by its higher level of technical expertise and supervisory responsibility. The Engineer is distinguished from the Senior Engineer by the latter's higher level of management responsibility and participation in policy and procedures development and implementation. The Engineer may act as project engineer or lead designer on complex engineering projects.

**Supervision Exercised:** Supervises professional and sub-professional engineers, technicians, inspectors, surveyors, and other related personnel.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class(es) and are not intended to be an inclusive list.

1. Supervises professional and technical engineering personnel, including consultants, in the preparation of engineering studies, reports, designs, calculations, cost estimates, specifications, and contract documents for a wide variety of routine projects concerned with the construction, maintenance or operation of buildings, bridges, structures, roads, airports, sewers and waste water treatment facilities; and reviews federal, regional and local legislation affecting engineering work.
2. Interviews, selects, trains, monitors, evaluates and counsels staff in accordance with memoranda of understanding and Civil Service Rules.
3. Prepares and supervises the preparation of documents, including advertisement for bids, instructions to bidders, detailed specifications, and contract bonds; reviews and analyzes bids for conformance with specifications and for approval of final awarding of bids; negotiates contracts and contract modifications; and resolves claims and disputes.
4. Supervises and monitors the inspection of a wide variety of major and complex engineering projects; organizes and supervises the activities of field inspection staff.
5. Prepares engineering designs, drawings and specifications to ensure compliance with requirements and project objectives; prepares cost estimates of labor, equipment, and materials; performs difficult engineering calculations.
6. Reviews requests for proposals and bids to ensure that the work is accurate and completed timely and efficiently; analyzes work load and budgets; assigns work for a group of engineers and technicians to meet project demands on specific engineering projects.
7. Analyzes and solves complex engineering and process related problems, which may include, water/wastewater treatment, traffic systems, civil, chemical (environmental/sanitary), structural, electrical, and mechanical; may direct and/or participate in scientific research projects relating to the study of water and/or wastewater treatments and their effects on the environment or other engineering functions.
8. Writes, reviews, and/or approves departmental correspondence, legislation, reports and other related documents.

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9. Conducts meetings and makes presentations to staff, committees, boards, commissions, approval agencies, and the general public.
10. Performs other duties as required.

**Job-related and Essential Qualifications:**

**Knowledge of:** principles and practices of engineering (civil, chemical (environmental/sanitary), mechanical, electrical, and/or traffic), including Federal, State, and Local Laws, ordinances, codes, standards, rules, and regulations applicable to planning and design, construction, corrosion, structural, transportation, maintenance, and operation of facilities and systems; and research and data analysis methods and techniques.

**Ability to:** prioritize, plan, assign and coordinate the activities of staff; direct subordinates' performance to maximize and maintain positive and productive work flow; instruct and/or train subordinates; adhere to established policies and procedures; prioritize, plan, organize and coordinate project activities; utilize resources such as staff, budget, contractors, etc. to resolve problems and expedite project goals; oversee, as project leader, the operation of complex engineering projects; interact tactfully and courteously with co-workers, subordinates, department heads, members of Boards, Commissions, agencies and the general public to promote and maintain productive working relationships; handle difficult and sometimes hostile situations; convey technical ideas and information in a clear and concise manner to be understood by listeners with varying ability to understand technical language; consult with or make presentations to department personnel, officials, consultants, committees, staff, clients and community groups; read, review, evaluate and interpret technical materials, research reports, and scientific studies; organize written information in a logical sequence to prepare clear and concise reports, correspondence, contracts and other documents to support project activity; and use proper investigative and evaluation methods to solve difficult engineering problems in the field and office.

**Experience and Training Guidelines:**

1. Five (5) years verifiable professional engineering (civil, chemical, sanitary, environmental, mechanical, electrical, or transportation (traffic)) work experience, which includes two (2) years experience equivalent to the 5207 Associate Engineer level or higher;

**AND**

2. Possession of a Certificate of Registration as a Professional Engineer in the State of California in one of the following disciplines: civil, mechanical, electrical, chemical (environmental/sanitary), or transportation (traffic).

**Substitutions/Notes:**

- a. A Masters degree in Chemical, Sanitary, Transportation (Traffic), or Environmental Engineering disciplines only or A Grade Four Certificate in Water/Wastewater Treatment Operation (CA) may substitute for one year work experience in the chemical, environmental or transportation specialties.
- b. A Ph.D. in Chemical, Sanitary, Transportation (Traffic), or Environmental Engineering disciplines only may substitute for two years work experience in the chemical, environmental or transportation specialties.



**JOB CODE TITLE: ENGINEER**

**JOB CODE: 5241**

**Business Unit: COMMN**

- c. There is no substitution for the required two years work experience equivalent to 5207 Associate Engineer or higher.
- d. Candidates licensed in other states, who otherwise meet the minimum requirements of this announcement but do not possess the required California License, may file for this examination, and if successful, will be placed under waiver on the resulting eligible list until the required California License is presented.
- e. City and County of San Francisco employees having six (6) months experience as a 5207 Associate Engineer or higher will be admitted to the exam process. Successful candidates will be placed under waiver on the resulting eligible list until the two-year requirement is met in full.

**License or Certificate:** All positions require possession of a Certificate of Registration as a Professional Engineer in the State of California in one of the following disciplines: Civil, Chemical, Mechanical, Electrical, Environmental, or Transportation (Traffic). Some positions may require additional special engineering licensing and/or work experience in areas such as Construction Management, Structural, Corrosion, Fire Protection, Geo-technical, Environmental, Control Systems or Industrial Engineering. Additional specialty areas may be determined at a later time. Most positions require a valid driver license.

**Effective Date:** 10/6/00

**Reason for Creation of New Class:** To consolidate classes 5208 Civil Engineer, 5256 Mechanical Engineer, 5240 Electrical Engineer, 5248 Sanitary Engineer, and 5230 Transportation Engineer into a single class and accurately reflect the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.

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CLASS TITLE: SENIOR ELECTRICAL ENGINEER

CODE: 5242

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, performs highly technical and administrative professional engineering work in connection with the design, maintenance and operation of electrical systems and power generating plant machinery; supervises the activities of professional and sub-professional engineering personnel engaged in such work; and performs related duties as required.

Requires major responsibility for: originating, developing and executing professional engineering techniques and methods; considerable responsibility for continuing contact with responsible professional engineering personnel, representatives of outside organizations and contractors relative to technical engineering and administrative problems; overall supervisory responsibility for the review and preparation of detailed and complex engineering reports and records.

EXAMPLES OF DUTIES:

1. Plans and assigns work for professional, technical and sub-professional engineering personnel engaged in preparing preliminary studies, layouts, design calculation, contract specifications and cost estimates for the construction and installation of electrical equipment and facilities; coordinates electrical design activities with other engineering phases of projects.

2. Confers with contractors, equipment manufacturers and consultants in connection with electrical engineering projects, designs and programs.

3. Directs and participates in studies necessary to the evaluation and selection of electrical systems and related machinery and equipment.

4. Conducts power and rate studies and economic studies in connection with electrical distribution system improvements.

5. May serve as consultant to other units on electrical matters.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in electrical engineering.

Requires eight years of progressively responsible experience in electrical engineering, design, estimating, specification and contract preparation, and the inspection of construction projects and plant facilities, including four years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the laws, ordinances and rules applicable to the design and construction of electrical facilities and equipment; theory and practice of electrical engineering design and construction and inspection procedures; construction methods and materials particularly as applied to the electrical engineering phases of construction projects; considerable knowledge of hydroelectrical power production and transmission.

CLASS TITLE: SENIOR ELECTRICAL ENGINEER (Continued)

CODE: 5242

Requires considerable ability to: plan, organize and direct the work of subordinate professional, technical and sub-professional personnel; consult and work with responsible professional engineering personnel, the general public, contractors, and various outside agencies; review and analyze complex and technical engineering plans and documents and exercise unusually good judgment in making recommendations thereon.

Requires considerable skill in the application of modern electrical engineering methods and practices to practical engineering problems.

License: Requires registration as a professional engineer in the state of California.

PROMOTIVE LINES:

To: Assistant Director of Public Works (Maintenance & Operation)

From: Electrical Engineer

CLASS TITLE: RADIO ENGINEER

CODE: 5246

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, is responsible for planning and directing the installation, maintenance and repair of municipal radio and communications systems; performs responsible professional radio engineering work in connection with such systems; and performs related duties as required.

Requires considerable responsibility for developing, interpreting and coordinating methods and procedures relative to the operation and maintenance of radio and communications systems; making regular contacts with other professional personnel and outside agencies relative to municipal radio and communication systems; independent responsibility for the preparation of detailed and complex radio and communication system plans and specifications.

EXAMPLES OF DUTIES:

1. Consults with departmental communication representatives relative to the adequacy of radio and allied communication facilities; analyzes the need for modification, modernization or expansion of existing systems or the installation of new systems.

2. Designs radio and communication systems and modifications to existing equipment and systems; reviews systems designed and proposed by contractors for adequacy and potential use.

3. Inspects radio installations of the various systems to assure proper maintenance and up-keep of such facilities; reviews the operations of all radio communication systems to assure compliance with federal communication commission rules and regulations.

4. Prepares plans and specifications for radio and communications systems equipment and components; reviews operational plans, and designs the construction of radio systems to assure proper integration into existing communication networks.

5. Develops operational plans for communications systems to meet the various requirements of city departments.

6. Consults with radio engineers and manufacturing companies and representatives to ascertain the availability of equipment and materials for communication systems.

7. Prepares job cost and budget estimates for equipment installation, maintenance and repair.

8. Prepares and supervises the preparation of detailed reports and records relative to communication systems operation, maintenance and repair activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in electrical engineering, supplemented by technical training in electronics and radio communications.

Requires six years of progressively responsible experience in short-wave radio operations, installation, maintenance and repair and in the engineering of radio systems, including two years of



CLASS TITLE: RADIO ENGINEER (continued)

CODE: 5246

responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of electrical and radio engineering methods, practices and procedures; the design and development of radio engineering projects.

Requires considerable ability to review and evaluate radio engineering plans, designs and specifications; meet and consult with professional engineering and manufacturing representatives on complex radio engineering matters; prepare professional and technical reports and papers relative to radio communication systems.

Requires supervisory and administrative ability.

Requires considerable skill in the application of radio engineering theory and practice to practical field and office requirements.

License: Requires possession of: a valid second-class radio telephone operator's license as issued by the federal communication commission; valid state motor vehicle operator's license.

PROMOTIVE LINES:

To: General Manager, Department of Electricity

From: Original entrance examination

(NEW CLASS)

CLASS TITLE: ASSOCIATE SANITARY ENGINEER

CODE: 5247

## CHARACTERISTICS OF THE CLASS:

Under direction, performs professional sanitary engineering work in the design of waste water treatment processes (and facilities); conducts scientific investigations; may supervise subordinate professional and technical personnel; and performs related duties as required.

## DISTINGUISHING FEATURES:

Positions in the sanitary engineering series are concerned with the design of waste water treatment and disposal systems involving chemical and biological treatment processes whereas other professional engineering employees are mainly concerned with the design and construction of physical projects and related mechanical and electrical installations.

## EXAMPLES OF DUTIES:

1. Participates in a variety of preliminary studies relating to the chemical and biological treatment and collection of waste water; performs necessary calculations; collects sanitary engineering data necessary for recommendations thereon; prepares cost estimates and specifications.
2. Investigates the feasibility of various methods of bacteriological, biological, physical, chemical or other methods of waste water treatment; participates in a variety of scientific research in connection therewith; may evaluate and recommend to superiors with respect to research projects.
3. Maintains liaison with federal, regional and local agencies engaged in the enforcement of environmental standards; maintains files of water treatment standards and keeps informed on current developments in the field of sanitary engineering.
4. May supervise the work of professional and technical subordinate staff; assigns and reviews work performed by them and assists them in their professional or technical development.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with major course work in a civil, mechanical or chemical engineering curriculum which is accredited by the Engineer's Council for Professional Development.

Requires 4 years of progressively responsible sanitary engineering experience all of which must have been in the biological or chemical process design of waste water treatment facilities. Graduate study in sanitary engineering may be substituted on a year-for-year basis for required nonsupervisory experience up to a maximum of 2 years.

Knowledge, Abilities and Skills: Good knowledge of: Sanitary engineering principles, methods, practices and procedures as well as the necessary bacteriological, biological, physical, chemical and other means of quality control of waste water treatment and disposal; investigative procedures necessary to the conduct of sanitary engineering studies; the principles of supervision; federal, state and local standards set with respect to water quality control.

Requires considerable ability to: Supervise the activities of subordinate personnel and to evaluate the results of sanitary engineering studies and proposals and make appropriate recommendations thereon; interpret bacteriological, chemical, biological and physical tests of processes related to waste water treatment and disposal; prepare correspondence and technical reports on such matters.

Requires current registration as a professional civil, mechanical or chemical engineer in the State of California. Must possess a valid California Driver's License and

CLASS TITLE: ASSOCIATE SANITARY ENGINEER

CODE: 5247

MINIMUM QUALIFICATIONS: (contd)

a satisfactory driving record.

PROMOTIVE LINES:

To : 5248 Sanitary Engineer

From: Original entrance examination  
5204 Assistant Civil Engineer  
5252 Assistant Mechanical Engineer

Adopted: 3/5/73

SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: SANITARY ENGINEER

CODE: 5248

CHARACTERISTICS OF THE CLASS:

Under general direction, performs difficult and responsible professional engineering work in the design of waste water treatment processes (and facilities); supervises subordinates engaged in such work; and performs related duties as required.

DISTINGUISHING FEATURES:

Employees in the sanitary engineering series perform work concerned with the design of wastewater treatment and disposal systems involving chemical and biological treatment processes whereas other professional engineering employees assigned to sewage treatment projects are mainly concerned with the design and construction of physical projects and related mechanical and electrical installations.

EXAMPLES OF DUTIES:

1. Supervises a group of professional and technical engineering employees engaged in the preparation of preliminary studies, reports, designs, calculations, cost estimates and specifications necessary for the design of waste water treatment processes and of disposal facilities. Plans, directs and coordinates the office, field and laboratory activities of staff engaged in the design of systems for the treatment and disposal of waste water.
2. Directs and participates in a variety of scientific research projects relating to the study of waste water treatments and their effect on the environment; reviews and evaluates such studies and prepares technical reports thereon.
3. Reviews the work of subordinate staff and makes recommendations with respect to work assignments and procedural changes as necessary; participates in the professional and technical development of subordinates.
4. Reviews federal, regional and local legislation affecting waste water treatment; maintains files of current treatment standards; keeps informed on current developments in the field of sanitary engineering, especially in the design of waste water treatment processes.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with major course work in a civil, mechanical or chemical engineering curriculum which is accredited by the Engineer's Council for Professional Development.

Requires six years of progressively responsible sanitary engineering experience all of which must have been in the biological or chemical process design of waste water treatment facilities. Two years of the above experience must have been at a supervisory or administrative level; graduate study in sanitary engineering may be substituted on a year-for-year basis for required nonsupervisory experience up to a maximum of two years

Knowledge, Abilities and Skills: Considerable knowledge of: Sanitary engineering principles, methods, practices and procedures as well as the necessary bacteriological, biological, physical, chemical and other means of quality control of waste water treatment and disposal; investigative procedures necessary to the conduct of sanitary engineering studies; the principles of administration and supervision; federal, state and local standards set with respect to water quality control.

Requires considerable ability to: Plan, organize and coordinate the activities of subordinate personnel and to evaluate the results of sanitary engineering studies and proposals and make appropriate recommendations thereon; interpret bacteriological, chemical, biological and physical tests of processes related to waste water treatment and





CLASS TITLE: SANITARY ENGINEER

CODE: 5248

MINIMUM QUALIFICATIONS: (contd)

disposal; prepare correspondence and technical reports on such matters.

Requires current registration as a professional civil, mechanical or chemical engineer in the State of California. Must possess a valid California Driver's License and a satisfactory driving record.

PROMOTIVE LINES:

To : 5249 Senior Sanitary Engineer

From: 5206 Associate Civil Engineer

5247 Associate Sanitary Engineer

5254 Associate Mechanical Engineer

Adopted: 3/5/73



(NEW CLASS)

CLASS TITLE: SENIOR SANITARY ENGINEER

CODE: 5249

## CHARACTERISTICS OF THE CLASS:

Under general administrative direction, directs the activities of a group of professional and technical engineering personnel engaged in a variety of projects related to the design of waste water treatment processes (and facilities); performs responsible administrative and specialized engineering work in connection therewith; and performs related duties as required.

## DISTINGUISHING FEATURES:

Employees in the sanitary engineering series perform work concerned with the design of wastewater treatment and disposal systems involving chemical and biological treatment processes whereas other professional engineering employees assigned to sewage treatment projects are mainly concerned with the design and construction of physical projects and related mechanical and electrical installations.

## EXAMPLES OF DUTIES:

1. Plans, organizes and directs the activities of a group of professional and technical engineers in connection with the design of a wide variety of waste water treatment and disposal facilities.
2. Makes field trips and inspections to resolve serious differences of opinion between sanitary engineers and contractor's representatives.
3. Conducts and attends conferences and meetings in connection with the planning and design of waste water treatment and disposal facilities.
4. Maintains liaison with regulatory agencies on environmental control matters; keeps well informed on current developments in the field of sanitary engineering, especially in the design of waste water treatment processes.
5. Supervises the over-all planning for water treatment facilities and future construction programs to satisfy water treatment demands; prepares estimates of future revenue and expenditures in order to plan for further expansion of the waste water treatment system; prepares related reports.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with major course work in a civil, mechanical or chemical engineering curriculum which is accredited by the Engineer's Council for Professional Development.

Requires eight years of progressively responsible sanitary engineering experience all of which must have been in the biological or chemical process design of waste water treatment facilities. Four years of the above experience must have been at a supervisory or administrative level; graduate study in sanitary engineering may be substituted on a year-for-year basis for required nonsupervisory experience up to a maximum of two years.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: Sanitary engineering principles, methods, practices and procedures as well as the necessary bacteriological, biological, physical, chemical and other means of quality control of waste water treatment and disposal; investigative procedures necessary to the conduct of sanitary engineering studies; the principles of administration; federal, state and local standards set with respect to water quality control.

Requires considerable ability to: Originate and coordinate the activities of subordinate personnel and to evaluate the results of sanitary engineering studies and proposals and make appropriate recommendations thereon.

Requires considerable skill in: Coordinating the efforts of subordinates involved



(NEW CLASS)

CLASS TITLE: SENIOR SANITARY ENGINEER

CODE: 5249

MINIMUM QUALIFICATIONS: (contd)

in bacteriological, chemical, biological and physical tests of processes related to waste water treatment and disposal.

Requires current registration as a professional civil, mechanical or chemical engineer in the State of California. Must possess a valid California Driver's License and a satisfactory driving record.

PROMOTIVE LINES:

To : To be determined

From: 5208 Civil Engineer  
5248 Sanitary Engineer  
5256 Mechanical Engineer

Adopted: 3/5/73





CLASS TITLE: JUNIOR MECHANICAL ENGINEER

CODE: 5250

CHARACTERISTICS OF THE CLASS:

Under supervision, performs beginning level mechanical engineering work in the field and office; performs related duties as required.

Requires responsibility for: following established engineering methods and procedures; making routine contacts on ordinary engineering matters with other departmental employees; gathering and preparing ordinary engineering data and reports.

EXAMPLES OF DUTIES:

1. Assists in the design of new mechanical installations and equipment; may design routine or less complex components of mechanical equipment and systems; prepares drawings of mechanical layouts covering such as heating, ventilating, plumbing and refrigeration systems;

2. Makes field investigations and surveys of existing conditions relative to the preparation of designs and drawings; makes calculations on heat transfer rate and friction loss in pipe and duct systems; prepares cost estimates for mechanical equipment and materials.

3. Assists in the preparation of contract specification for such mechanical equipment and materials; makes routine field inspection of the mechanical phases of construction project to assure conformance to plans and specifications.

4. Prepares periodic reports of field conditions and work progress; may exercise limited supervision of draftsmen and office engineering personnel.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four years college or university with a baccalaureate degree; with major course work in mechanical engineering; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of: the fundamentals of mechanical engineering and the ordinary sources of general engineering information; modern mechanical engineering principles and practices; construction methods particularly as they apply to the mechanical phases of construction projects.

Requires ability to: prepare ordinary mechanical engineering plans, designs and drawings; make accurate cost estimates and computations.

Requires skill in: the application of modern mechanical engineering principles and practices to practical field and office problems; the use of drawing instruments and materials.

PROMOTIVE LINES:

To: Assistant Mechanical Engineer

From: Original Entrance Examination



## CHARACTERISTICS OF THE CLASS:

Under general supervision, performs mechanical engineering work of average difficulty in the field and office; may supervise subordinate engineers and sub-professional personnel engaged in such work; and performs related duties as required.

Requires responsibility for: carrying out and explaining existing mechanical engineering techniques, methods and procedures; occasional contacts with the general public, other departments and engineering personnel relative to engineering matters; gathering and preparing ordinary technical engineering data and reports.

## EXAMPLES OF DUTIES:

1. Prepares mechanical engineering designs, drawings and sketches and makes related engineering calculations; assists in preparation of contract plans and specifications; prepares quantity lists of mechanical equipment and materials necessary to various projects; participates in the selection of mechanical equipment and materials for various projects.

2. Inspects the manufacture of mechanical equipment for compliance with specifications; witnesses physical tests and chemical analyses of such equipment and materials; consults with manufacturer's representatives as to the adaptability, cost and availability of mechanical equipment and materials in connection with the selection of such equipment and materials.

3. May exercise limited supervision over subordinate level engineers and draftsmen.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in mechanical engineering.

Requires two years of progressively responsible mechanical engineering experience in designing, estimating, specification writing and inspecting construction work particularly as it relates to mechanical engineering; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires good knowledge of: modern mechanical engineering principles and practices; modern construction methods particularly as they relate to the mechanical engineering phases of construction projects.

Requires ability to: prepare mechanical engineering designs, details, estimates and plans and specifications; investigate and evaluate engineering problems and to prepare clear and accurate reports on such investigations; deal effectively with other engineering personnel on technical problems.

CLASS TITLE: ASSISTANT MECHANICAL ENGINEER

CODE: 5252

Requires skill in: the application of modern mechanical engineering principles and practices to practical field and office problems; use of drawing instruments and materials

PROMOTIVE LINES:

To: Associate Mechanical Engineer

From: Junior Mechanical Engineer



CLASS TITLE: ASSOCIATE MECHANICAL ENGINEER

CODE: 5254

CHARACTERISTICS OF THE CLASS:

Under direction, performs professional mechanical engineering work in the field and office; supervises subordinate engineering personnel engaged in such work; and performs related duties as required.

Requires responsibility for: interpreting and enforcing existing engineering methods and policies; making regular contacts with professional and sub-professional engineering personnel, other departments and outside organizations in connection with engineering projects; preparing, checking and reviewing important detailed and complex engineering plans, specifications and contracts.

EXAMPLES OF DUTIES:

1. Designs and supervises subordinate personnel in designing complex mechanical systems for a wide variety of construction projects.
2. Prepares contract specifications for the installation of mechanical systems and machinery.
3. Makes detailed cost estimates for the mechanical phases of construction projects.
4. Makes periodic field inspections of equipment installations to assure compliance with contract plans and specifications.
5. Prepares and supervises the preparation of a wide variety of technical engineering reports, data and records.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in mechanical engineering.

Requires four years of progressively responsible experience in the design, inspection, construction and operation of mechanical equipment and facilities, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: modern mechanical engineering methods, techniques and procedures; design, construction and operation of mechanical installations and machinery; modern construction methods particularly as they relate to the mechanical phases of construction projects.

Requires ability to: originate, prepare and review designs, estimates and specifications for mechanical projects; supervise and review the work in progress for accuracy and sufficiency.



CLASS TITLE: ASSOCIATE MECHANICAL ENGINEER (Continued) CODE: 5254

CHARACTERISTICS OF THE CLASS:

Requires considerable skill in: the application of mechanical engineering methods and techniques to practical design, construction and operating problems; the use of drawing instruments and materials.

License: Requires registration as a professional engineer in the State of California.

PROMOTIVE LINES:

To: Mechanical Engineer

From: Assistant Mechanical Engineer



CLASS TITLE: MECHANICAL ENGINEER

CODE: 5256

CHARACTERISTICS OF THE CLASS:

Under general direction, performs difficult and responsible professional mechanical engineering work in the field and office; supervises subordinate professional and sub-professional engineering personnel engaged in such work; and performs related duties as required.

Requires responsibility for: carrying out and coordinating engineering methods with the various units responsible for construction projects; considerable responsibility for: making regular important contacts with professional engineering personnel and contractors on engineering matters; checking and reviewing important detailed and complex engineering plans, specifications and contracts.

EXAMPLES OF DUTIES:

1. Prepares and supervises the preparation of general and detailed drawings for the mechanical phases of complex construction and building projects.
2. Reviews and checks studies, drawings and plans prepared by others for technical sufficiency and accuracy; makes partial and final engineering estimates for work completed; coordinates the preparation of mechanical designs and drawings with structural , civil and electrical phases of construction projects; prepares and supervises the preparation of mechanical engineering contract plans, estimates and specifications for the various construction projects; prepares and supervises the preparation of complex engineering reports in connection with studies made of a variety of mechanical engineering problems.
3. Confers with contractors on the design and installation of mechanical equipment; supervises the inspection and acceptance of the mechanical components of various construction projects.
4. Reviews and analyzes bids for conformance with specifications and suitability.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree, with major course work in mechanical engineering.

Requires six years of progressively responsible experience in the design, inspection, construction and operation of mechanical equipment and facilities, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: modern mechanical engineering methods, techniques and procedures; considerable knowledge of: design, construction and operation of mechanical equipment and machinery; modern construction methods and the strength and uses of construction materials; existing laws, ordinances and codes applicable to mechanical engineering and construction projects.



CLASS TITLE: MECHANICAL ENGINEERING (Continued)

CODE: 5256

Requires ability to: plan, organize, supervise and inspect the work of subordinate personnel; originate, prepare and review designs, cost estimates and specifications for complex mechanical engineering projects; performs responsible investigative and inspectional work and to prepare clear and accurate reports thereon.

Requires considerable skill in the application of mechanical engineering principles and practices to practical field and office design and construction problems.

License: Requires registration as a professional engineer in the State of California.

PROMOTIVE LINES:

To: Senior Mechanical Engineer

From: Associate Mechanical Engineer

CLASS TITLE: SENIOR MECHANICAL ENGINEER

CODE: 5258

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, performs highly technical and administrative professional mechanical engineering duties in connection with the design, maintenance or operation of mechanical equipment, machinery and facilities; supervises the activities of professional and sub-professional engineering personnel engaged in such work; and performs related duties as required.

Requires major responsibility for: originating, developing and executing professional mechanical engineering techniques and methods; considerable responsibility for continuing contacts with responsible professional engineering personnel, representatives of outside organizations and contractors relative to technical engineering problems; overall supervisory responsibility for the preparation and reviewing of detailed and complex engineering reports and records.

EXAMPLES OF DUTIES;

1. Plans and assigns work for professional, technical and sub-professional engineering personnel engaged in preparing preliminary layouts, studies, reports, design calculation, contract drawings, contract specifications and cost estimates for the construction and installation of mechanical equipment and facilities.

2. Prepares and supervises the preparation of complex layouts and designs of the mechanical components for a variety of major construction and conversion projects.

3. Confers with contractors, equipment manufacturers and consultants in connection with various mechanical engineering projects and programs.

4. Directs and conducts studies required for the evaluation and selection of mechanical equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree, with major course work in mechanical engineering.

Requires eight years of progressively responsible experience in mechanical engineering design, estimating, specification, and contract preparation and the inspection of construction projects, including four years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: laws, ordinances and rules applicable to design and construction of mechanical facilities and equipment; theory and practice of mechanical engineering, design, construction and inspection procedures; modern construction methods and materials particularly as applied to the mechanical engineering phases of construction projects.

CLASS TITLE: SENIOR MECHANICAL ENGINEER (continued)

CODE: 5258

Requires considerable ability to: plan, organize and supervise the work of subordinate professional, technical and sub-professional personnel; consult and work with responsible professional engineering personnel, the general public, contractors and various outside agencies; review and analyze complex and technical engineering plans and documents and exercise unusually good judgment in making recommendations thereon.

Requires considerable skill in the application of modern mechanical engineering principles and practices to practical engineering problems.

License: Requires registration as a professional engineer in the state of california.

PROMOTIVE LINES:

To: Assistant City Engineer

Assistant Director of Public Works (Maintenance and Operations)

From: Mechanical Engineer

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: ARCHITECTURAL ASSISTANT I**

**JOB CODE: 5260  
Business Unit: COMMN**

**Definition:**

Under supervision, performs entry level architectural work in the office and field in connection with comprehensive architectural services for city construction projects.

**Distinguishing Features:**

The 5260 Architectural Assistant I is the entry level class in the architectural series. Positions in class 5260 Architectural Assistant I are distinguished from those in class 5261 Architectural Assistant II in that the latter class performs more complex and responsible duties under general supervision and may exercise limited work direction over Class 5260 Architectural Assistant I.

**Supervision Exercised:** None.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Under supervision, prepares preliminary architectural drawings of structures and component parts of structures, alterations and additions to existing structures, buildings and construction projects.
2. Conducts preliminary studies of proposed projects by checking construction site conditions to obtain planning data and information.
3. Assists in the preparation of contract specifications and cost estimates for the construction or conversion of buildings and similar projects.
4. Assists in preparation of bid documents, construction project management, funding submittals, and construction coordination.
5. Makes routine field observations of projects under construction to assure conformance with plans and specifications.
6. Maintains records, plans and files on assigned work.
7. Prepares written reports, summaries and correspondence related to architectural activities.
8. Coordinates work with other office staff, consultants, end users, and administrators.
9. Performs other duties as required.

**Job Related and Essential Qualifications:**

**Knowledge of:** architectural theory and design practices; basic construction processes and procedures; building codes, regulations and ordinances; drafting practices and techniques; mathematics and its application to architectural design and drafting problems; and processes and procedures for preparation of architectural drawings, specifications and final contract documents.

**Skill and Ability to:** apply architectural principles to the solution of architectural design problems; make field observations to insure conformance with standard construction industry practices and contract documents; make architectural computations and cost estimates; use spreadsheet and word processing software; and write reports and correspondence. Some

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**Job Related and Essential Qualifications: (Continued)**

positions require skill and ability to use CADD software and/or possession of a valid driver license.

**Experience and Training Guidelines**

1. Possession of a Baccalaureate degree or a Masters degree in Architecture from an accredited college or university; **OR**
2. Four (4) years of architectural drafting experience under the direction of a licensed architect; **OR**
3. An equivalent combination of architectural experience and education. Examples of equivalent experience and education are as follows:
  - a) Combination of two (2) years of verifiable architectural drafting experience under the direction of a licensed architect **and** a Baccalaureate degree in architecture-related field such as Architectural Design; Architectural Engineering; Architectural Studies; Architectural Technology; Building Science; City and Regional Planning; Civil, Mechanical, Structural or Electrical Engineering; Construction Engineering; Construction Management; Environmental Design; Interior Architecture; Landscape Architecture and Urban and Regional Design from an accredited college or university; **or**
  - b) Combination of three (3) years of verifiable architectural drafting experience under the direction of a licensed architect **and either** an Associate of Arts degree in Architecture from an accredited college or university, a degree in Architecture from a vocational/technical school, or a Baccalaureate degree in any field from an accredited college or university; **OR**
4. Possession of an architectural license from the State of California.

**Effective Date:** 1/5/76

**Amended Date:** 01/11/00

**Reason for Amendment:** To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.



**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: ARCHITECTURAL ASSISTANT II**

**JOB CODE: 5261**

**Business Unit: COMMN**

**Definition:**

Under general supervision, performs a variety of architectural duties of average difficulty in the office and field in connection with the preparation of comprehensive architectural services for city construction projects.

**Distinguishing Features:**

Positions in class 5261 Architectural Assistant II are distinguished from those in Class 5260 Architectural Assistant I in that the latter is the entry level class in the architectural series. Class 5261 Architectural Assistant II performs more complex and responsible duties under general supervision and may exercise limited work direction over Class 5260 Architectural Assistant I.

**Supervision Exercised:** None.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Under general supervision, prepares preliminary drawings, plans, elevations and sections for a variety of building, construction and maintenance projects which shall include calculating dimensions, developing component parts, plans, elevations and sections utilizing established architectural theory, symbols and drafting techniques.
2. Checks construction site conditions to verify information for the completion of contract documents and shop drawings by comparing them with contract documents.
3. Prepares/assists in the preparation of contract specifications, documents and preliminary cost estimates by researching construction projects through manufacturer's catalogs, representatives, etc.
4. Assists in the coordination and review of architectural, structural, electrical and mechanical drawings in order to assure that drawing components of a project meet with design and legal requirements.
5. Makes routine field observations of projects under construction to assure conformance with construction documents by visually comparing contract documents with work being performed.
6. Participates in meetings with design professionals, consultant engineers, contractors and agencies to discuss and resolve issues relative to projects.
7. Prepares written reports, summaries and correspondence related to architectural activities.
8. Performs other duties as required.

**Job Related and Essential Qualifications:**

**Knowledge of:** architectural theory, design practices and techniques; basic construction processes and procedures; laws, regulations and ordinances applicable to design and building construction; drafting practices and techniques; mathematics and its application to architectural design and drafting problems; and processes and procedures for preparation of architectural drawings, specifications and final contract documents.

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**Job Related and Essential Qualifications: (Continued)**

**Skill and Ability to:** prepare accurate and complete architectural drawings, specifications and designs; apply architectural techniques and methods to the solution of practical design and field construction problems; make field observations to insure conformance with standard construction industry practices and contract documents; make architectural and mathematical computations and cost estimates; exercise limited direction over Class 5260 Architectural Assistant I and clerical classifications engaged in such work; use spreadsheet and word processing software; and write architectural reports, summaries and correspondence. Some positions require skill and ability to use CADD software and/or possession of a valid driver license.

**Experience and Training Guidelines**

1. 1 year experience performing duties equivalent to duties and responsibilities of Class 5260 Architectural Assistant I. **AND**
- 2A. Possession of a Baccalaureate degree or a Masters degree in Architecture from an accredited college or university; **OR**
- 2B. Four (4) years of architectural drafting experience under the direction of a licensed architect; **OR**
- 2C. An equivalent combination of architectural experience and education. Examples of equivalent experience and education are as follows:
  - a) Combination of two (2) years of verifiable architectural drafting experience under the direction of a licensed architect **and** a Baccalaureate degree in architecture-related field such as Architectural Design; Architectural Engineering; Architectural Studies; Architectural Technology; Building Science; City and Regional Planning; Civil, Mechanical, Structural or Electrical Engineering; Construction Engineering; Construction Management; Environmental Design; Interior Architecture; Landscape Architecture and Urban and Regional Design from an accredited college or university; **or**
  - b) Combination of three (3) years of verifiable architectural drafting experience under the direction of a licensed architect **and either** an Associate of Arts degree in Architecture from an accredited college or university, a degree in Architecture from a vocational/technical school, or a Baccalaureate degree in any field from an accredited college or university; **OR**
- 2D. Possession of an architectural license from the State of California.

**Effective Date:** 1/5/76

**Amended Date:** 01/11/00

**Reason for Amendment:** To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

*City and County of San Francisco*  
*Department of Human Resources*

**5262 LANDSCAPE ARCHITECTURAL ASSOCIATE I**

**Definition:** Under general supervision, performs a variety of landscape architectural duties in connection with the investigation of various landscape improvement projects for City parks and recreational areas, urban public spaces, parkways, boulevards and other roadways; prepares or assists in the preparation of preliminary and final designs and working drawings with related specifications; may plan, assign, and oversee the work of subordinate landscape architectural and support personnel; performs related duties as required.

**Distinguishing Features:** Positions in the Landscape Architectural Associate I class are distinguished from those in the Landscape Architectural Associate II class in that the latter class has full supervisory responsibility and responsibility for more complex projects. The Landscape Associate I class is usually responsible for preparing preliminary through working documents for medium complexity projects or assisting higher level classes in the preparation of complex projects.

**Supervision Exercised:** The Landscape Architectural Associate I may direct the work of subordinate staff.

**Examples of Important and Essential Duties:**

*According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class(es) and are not intended to be an inclusive list.*

1. Prepares, supervises or assists in the preparation of drawings and tracings for a variety of landscape architectural projects, including conceptual plan studies, presentation graphics, freehand sketches, base map preparation, construction details, and construction documents.
2. Conducts field investigations by visiting project sites to evaluate existing conditions. Field investigations may include: inventories of existing landscaping and improvements; some field measurements; identifying constraints and opportunities for development.
3. Visits sites during construction to evaluate or assists in the evaluation of construction compliance to design.
4. Prepares, supervises, or assists in calculations and computations necessary for the preparation of conceptual, preliminary, and final construction drawings and specifications.
5. Assists higher level personnel to perform all tasks normally required in the Landscape Architecture Section, including but not limited to: the preparation of written reports, meeting minutes, memoranda, and correspondence; coordination of departmental and agency conferences; development of subordinates through training and supervision; and making public presentations.
6. Performs inspection of landscape projects under construction to ensure quality and conformance to plans and specifications.
7. Drives a vehicle to sites to perform inspections and field investigations.

## **5262 Landscape Architectural Associate I**

### **Job-related and Essential Qualifications:**

**Knowledge of:** Principles and practices of landscape architecture; drafting procedures and practices; planting and construction materials and appropriate usage in the design and implementation of landscape projects.

**Ability to:** Draft by hand and with AutoCAD; compute quantities and use mathematical calculations to prepare construction documents; prepare freehand sketches and color renderings for presentations; communicate effectively both orally and in writing; coordinate and work effectively with staff, clients, other departments and agencies, and the public; drive a vehicle.

### **Experience and Training Guidelines:**

**Experience:** Four years of verifiable directly related experience working for a landscape architecture design office.

**Training:** Possession of a Baccalaureate degree in landscape architecture from an accredited college or university.

**License or Certificate:** Valid driver license.

**Special Requirements:** Proficiency in computer-aided drafting (CAD).

**Effective Date:** Oct. 13, 1998

**CITY & COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**SAN FRANCISCO  
PUBLIC LIBRARY**JOB CODE TITLE: AIRPORT NOISE ABATEMENT SPECIALIST****JOB CODE: 5264****Business Unit: COMMN****Definition:**

Under supervision, the Airport Noise Abatement Specialist is responsible for the daily operation and maintenance of the Airport's noise monitoring system, flight tracking system and responding to citizen's concerns. The essential functions of this class include: monitoring aircraft noise and airlines' compliance with FAA, State and Airport noise regulations; troubleshooting and maintaining remote noise monitoring sites and flight tracking equipment; retrieving and correlating data from the Airport's various noise monitoring sites; compiling data into standardized format; responding to and investigating citizens' complaints; may attend community meetings to assist in and/or make presentations regarding noise abatement issues; maintaining inventory of spare parts for the systems.

**Distinguishing Features:**

Class 5264 is the journey level in the Noise Abatement class series. Positions at this level perform technical operational duties in the operation and maintenance of the Airport noise and flight tracking systems. This class is distinguished from the Senior Noise Abatement Specialist in that the latter performs more complex technical abatement duties and serves as lead specialist in team or special projects.

**Supervision Exercised:None****Examples of Important & Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive.

1. Operates the Airport's noise monitoring and flight tracking equipment, retrieves and correlates data through the use of customized computer software programs and utilities including routine operation, backing up and archiving data, daily checking the status of the systems, e.g., time, disk capacity, error messages, etc.
2. Troubleshoots & maintains remote noise monitoring sites and flight tracking equipment (e.g., circuit cards; microphones) including identifying defective components, and calibrating and replacing components. Troubleshoots and maintains noise and flight tracking computer components (e.g., printers, modems). Transport and/or retrieves data equipment between the Noise Monitoring Office and storage room to and from remote sites.
3. Monitors aircraft noise, flight operations (including test programs) and other pertinent aviation factors and procedures in the Airport Noise Office utilizing voice logging, noise monitoring, flight tracking, aircraft radios, and other equipment. Monitors Noise Abatement equipment in the field and at private residences through the use of portable noise monitors, hand held receiving radios, cellular phones, and binoculars.
4. Maintains records and logs of spare parts, calibrations, maintenance history, data storage; writes form reports.
5. Analyzes and evaluates data in monthly airline reports for compliance with Airport noise regulations.
6. Maintains and operates Noise Monitoring Van including fueling, cleaning interior, arranging cleaning of exterior, and maintaining inventory of contents.
7. May attend community meetings to assist in and/or make presentations regarding noise abatement issues.
8. Responds to and addresses calls relating to Airport/Airplane noise complaints from the community.



9. Performs related duties and responsibilities as assigned.

**Job Related & Essential Qualifications:**

**Knowledge of:** Federal Aviation Regulations, State and Local noise abatement laws and regulations; aircraft performance including noise characteristics; general airport operations and the principles of aviation; acoustics, including frequency response, decibel levels and sound transmission; the principles and procedures of Air Traffic Control Communications, (i.e. translating flight strip data, weather data and interpretation of flight tracks); aviation weather patterns and their effect on airport operations locally and worldwide; modern computer systems and applications related to noise monitoring mitigation (e.g. flight tracking systems, spreadsheets, databases and word processing, and the set up and connection of noise monitoring hardware.)

**Ability to:** anticipate and identify problems associated with noise and flight tracking systems and develop and make recommendations for solutions; analyze, summarize and compose a variety of noise monitoring and abatement reports for the Airport and State, and Federal agencies; orally communicate effectively and persuasively with staff, airport management, members of the public and government officials; demonstrate sensitivity and concern to the public in regard to noise complaints in the community.

**Experience and Training Guidelines:**

1. One (1) year experience performing noise abatement duties using a complex commercial noise monitoring system; **AND**
2. Possession of a baccalaureate degree from an accredited college or university in Aviation, Aeronautical Operations or related field: **AND**
3. Possession of a Class C Drivers' License.

**Substitution:**

Additional qualifying experience may be substituted for up to 2 years of the required education on a year-for-year basis.

**Special Requirement:**

Ability to climb and work in confined or awkward spaces to install and monitor equipment; strength to lift and maneuver materials and equipment weighing up to 50 lbs.

**Effective Date:**

**Amended Date:** 9/27/00

**Reason for Amendment and Retitling:**

To accurately reflect the current tasks, knowledge, abilities and skills defined in the most recent job analysis conducted for this class. To retitle from Airport Noise Abatement Technician to Airport Noise Abatement Specialist.

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ARCHITECTURAL ASSOCIATE I

CODE: 5265

CHARACTERISTICS OF THE CLASS:

Under direction, performs a variety of difficult and responsible architectural duties in connection with the investigation of building sites, preparation of preliminary and final working designs and drawings, and the preparation of related specifications for a variety of building construction maintenance and conversion projects; may plan, assign and supervise the work of subordinate architectural drafting personnel engaged in such work; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in class 5265 Architectural Associate I are distinguished from those in class 5266 Architectural Associate II in that the latter class has higher level supervisory responsibility and responsibility for major projects. Class 5265 Architectural Associate I usually functions as a working supervisor or a specialist on medium sized projects. Positions in class 5261 Architectural Assistant II usually assist this class on medium sized projects and perform less difficult architectural duties.

EXAMPLES OF DUTIES:

1. Prepares and supervises the preparation of preliminary plans and detailed drawings for a wide variety of complex construction, conversion and repair projects.
2. Develops finished designs of ordinary projects and portions of designs for highly complex projects.
3. Analyzes and interprets calculations, sketches and designs and provides technical assistance to subordinate architectural drafting personnel engaged in such work.
4. Prepares and assists in the preparation of contract specifications for various projects; coordinates design activities with those responsible for the structural, mechanical and electrical design phases of such projects; participates in conferences and discussions with representatives of City departments and outside organizations relative to design, specifications, and functional use problems.
5. Makes field inspections of proposed projects and projects under construction in connection with designing activities prepares prospective drawings of proposed buildings for approval by appropriate agencies.
6. Makes quantity and cost estimates; checks shop drawings and material samples proposed for substitution to determine if contract specifications are complied with.
7. May be required to perform duties in connection with the architectural phases of interior design and construction management; when appropriate applies critical path method techniques to such work.
8. Assists in the development and advancement of subordinates through training and effective supervision.



MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of college or university with a baccalaureate degree, with major course work in architecture.

Requires four years of progressively responsible experience in preliminary and final working drawings preparation, cost and quantity estimates specifications, preparation, and field inspection of architectural construction projects, including one year of responsible supervisory experience or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of architectural terms, symbols, theory, details, and designing practices; considerable knowledge of architectural site development; graphic arts and the techniques of illustration.

Requires considerable ability to: Initiate, prepare and review architectural plans, specifications and estimates; apply architectural design principles and techniques in the solution of complex architectural problems and preparation of contract documents.

Requires unusual skill in the application of architectural theory to practical design and construction problems; considerable skill in the preparation of drawings.

PROMOTIVE LINES:

TO: Architectural Associate II

FROM: Architectural Assistant II

AMENDED: December 1, 1975

CLASS TITLE: ARCHITECTURAL ASSOCIATE II

CODE: 5266

## CHARACTERISTICS OF THE CLASS:

Under general direction, performs architectural work in connection with the design and preparation of preliminary and final drawings, cost estimates, specifications, programming, and the construction or alteration, repair and maintenance of city and county buildings or building projects; plans and supervises the work of subordinate architectural personnel assigned; and performs related duties as required.

## DISTINGUISHING FEATURES:

Positions in class 5266 Architectural Associate II are distinguished from those in class 5268 Architect in that incumbents in the latter class must possess the State license, while employees in class 5266 Architectural Associate II are only potentially eligible for a State license. Positions in this class do not have the same broad responsibility as a licensed Architect but do require a greater degree of latitude for initiative and independent judgement than lower level classes in the Architectural series.

## EXAMPLES OF DUTIES:

1. Prepares difficult design details and specifications.
2. Assists in the review of the progress of the design work of consultant architects, engineers and other architectural personnel to insure the drawings and specifications are properly coordinated.
3. Prepares architectural data and reports on various new, alteration, repair and maintenance projects, including capital improvement program projects.
4. Assists in the coordination of department's design and specification schedule.
5. Prepares complex and difficult preliminary and final architectural contracts documents for a wide variety of structures, including program requirements.
6. Checks and reviews drawings and specifications prepared by consulting architects and engineers including structural design calculations for conformance with prescribed standards.
7. Prepares quantity and cost estimates; prepares preliminary and final construction costs estimates and summarizes the size and scope of projects and contracts.
8. May be required to perform important duties in connection with the architectural phases of interior design and construction management; when appropriate applies critical path method techniques to such work.
9. Performs field inspections of new construction, reconstruction, alteration, maintenance, and repair projects; makes analysis of problems involved including alternative solutions; determines and recommends optimum solutions.
10. Participates in the development and advancement of subordinate personnel through effective training and supervision.

#### MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a college or university with a baccalaureate degree, with major course work in architecture.

Requires six years of progressively responsible experience in architectural design including structural analysis, cost analysis, specification preparation and inspection of construction projects, including two years of responsible supervisory experience or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires knowledge of architectural theory, practice and procedures; construction methods and materials and their application to architectural and designing phases of construction projects; the laws, ordinances and regulations applicable to construction projects.

Requires ability to: prepare technical and professional reports; deal effectively with professional engineers, architects, contractors and other professional groups; requires analytical ability and professional judgement.

Requires skill in: the application of architectural theory to practical architectural problems, the preparation of complex architectural contract documents.

NOTE: Requires current eligibility to participate in the Stage 2, Professional Examination as administered by the State of California, State Board of Architectural Examiners.

#### PROMOTIVE LINES:

TO: Architect

FROM: Architectural Associate I

AMENDED: December 1, 1975

DEC 6 1984

SAN FRANCISCO CIVIL SERVICE COMMISSION

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CLASS TITLE: ASSISTANT AIRPORT NOISE ABATEMENT  
OFFICER

Code: 5267

CHARACTERISTICS OF THE CLASS:

Under direction, supervises the operation and utilization of the noise monitoring system and assists administratively in the noise abatement program at the San Francisco International Airport; and performs related duties as required.

DISTINGUISHING FEATURES:

This classification is responsible for ensuring that the noise monitoring system at the Airport is being utilized effectively and is responsible for developing new programs and procedures to make efficient use of this system. This position reports to the Airport Noise Abatement Officer and is distinguished in that it directly supervises the daily operations of the noise abatement office whereas the latter class has overall program and policy responsibility.

EXAMPLES OF DUTIES:

1. Supervises the utilization of the Airport noise monitoring system; reviews, analyzes, and evaluates data generated by the monitoring system; identifies aircraft exceeding acceptable noise standards; recommends action to Airport Noise Abatement Officer.
2. Researches and develops advanced and effective programs and procedures for utilizing the noise monitoring system and implements programs into the system.
3. Assists in reviewing, analyzing, and interpreting Airport operational and procedural policies relating to the control of aircraft noise and drafts modifications as assigned; assists in drafting directives and guidelines detailing noise standard policies prescribed in pertinent laws and ordinances.
4. Supervises response by staff to requests for information regarding airport matters from a variety of sources and supervises response and/or personally responds to written and other complaints including noise and environmental issues complaints; monitors functioning and proper storage of files of requests, complaints, and noise control matters.
5. Prepares environmental impact reports on proposed Airport projects; assists in preparation of operational cost estimates for noise abatement programs; writes position papers, lectures, and briefings as requested by Airport management; prepares Airport resolutions for adoption.
6. Speaks to public and private organizations or other groups on the Airport's noise control program and other Airport programs as assigned; assists in coordinating the efforts of the Airport management staff towards a positive image of these issues.
7. May be required to testify as a witness in court concerning noise abatement, additional environmental issues, and other airport matters.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires possession of a baccalaureate degree from a recognized and accredited college or university, with major coursework in aeronautical operations, airport management, environmental studies, transportation management, urban studies, information science, or engineering science; and three years of experience in a Federal Aviation Administration office, or in a division of a major airline or airport, dealing with aircraft noise abatement; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of airport operations, flight characteristics of commercial aircraft, Federal Aviation Administration safety regulations, and California law relating to noise standards at an airport.

Requires a good working knowledge of sound monitoring systems and the techniques to be used in identifying offending aircraft from data produced by the monitoring systems; requires an ability to develop programs to improve the monitoring system.

Requires an ability to establish and maintain effective relations with individuals engaged in research on noise problems, community groups, and private citizens; requires an ability to speak on airport related subjects before a variety of audiences; produce clear and concise reports.

License: Requires possession of a valid California Driver's license.

New Class

Adopted: 10-22-84



3/76

SAN FRANCISCO CIVIL SERVICE COMMISSION

DOCUMENTS

CLASS TITLE: ARCHITECT

*Class Specs*

APR 21 1976

CODE: 5268

CHARACTERISTICS OF THE CLASS:

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Under general direction, performs difficult and responsible professional architectural work in connection with the construction, maintenance and conversion of public buildings; plans, assigns and directs the activities of assigned personnel engaged in such work; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in class 5268 Architect are distinguished from those in class 5270 Senior Architect in that the latter class may have major responsibility over a large group of subordinates or several projects, whereas employees in class 5268 Architect are normally responsible for one major project or a moderate size group of subordinates.

EXAMPLES OF DUTIES:

1. Supervises and participates in the preparation of complex and difficult preliminary and final architectural contract documents for a wide variety of construction and maintenance projects including advertisement for bids, instruction to bidders and detailed specifications.
2. Reviews and checks drawings and specifications prepared by consulting Architects and Engineers including structural design calculations for conformance with prescribed federal and state standards.
3. Reviews and checks contractors' shop drawings and specifications to insure contract compliance.
4. Supervises the preparation of environmental impact statements and reports for architectural projects.
5. Supervises and participates in the preparation of project programming, quantity and cost estimates, preliminary and final construction cost estimates and summaries of the size and scope of projects and contracts.
6. Makes and supervises field inspection of work in progress to assure compliance with construction documents.
7. Examines, analyzes and makes recommendations on submitted bids; reviews and analyzes contract modifications and makes recommendations accordingly.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a college or university, with a baccalaureate degree, with major course work in architecture.

Requires six years of progressively responsible experience in architectural designing, programming, cost analysis, specification preparation and inspection of construction projects including at least two years of supervisory experience; or an equivalent combination of training and experience.

## MINIMUM QUALIFICATIONS: continued

Knowledge, Abilities and Skills: Requires considerable knowledge of: architectural theory, practice and procedures; construction methods and materials and their application to architectural and designing phases of construction projects; the laws, ordinances and regulations applicable to construction projects.

Requires considerable ability to: plan, organize and supervise the work of subordinate personnel; prepare technical and professional reports; deal effectively with professional engineers, architects, contractors and other professional groups; requires a high degree of analytical ability and professional judgement.

Requires considerable skill in: the application of architectural theory to practical architectural problems, the preparation of complete architectural plans and specifications.

License: Requires registration as a licensed architect in the state of California. When assigned Emergency Services functions, a license as Fallout Shelter Analyst is required.

## PROMOTIVE LINES:

TO: 5270 Senior Architect

FROM: 5266 Architectural Associate II  
5120 Architectural Administrator

AMENDED: 3/1/76

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

SEP 28 2000

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**JOB CODE TITLE: SCHOOL ARCHITECTURAL COORDINATOR**

**JOB CODE: 5269**

**Business Unit: SFUSD**

**Definition:**

Under general direction, plans, organizes and coordinates all pre-construction activities within the Facilities Planning and Construction Department in the San Francisco Unified School District.

**Distinguishing Features:**

The School Architectural Coordinator is responsible for coordinating all activities schedules in order that projects move as quickly as possible from planning to completion of project.

**Supervision Exercised:** Supervises professional architectural staff within the Department of Facilities Planning and Construction in the San Francisco Unified School District.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Develops and maintains project schedules working with construction coordinator to effectively implement the projects.
2. Develops and maintains design and construction standards for school building projects following existing methods, procedures and executing policy relating to all pre-construction activities.
3. Works with Facilities Planner in preparation of architects' contracts, construction documents and bid specifications to assure compliance with the requirements of the contracts as well as bids within the established budget limitations.
4. Works with Project Architects at pre-bid conferences to assure their design will be completed on schedule as specified in the contract documents.
5. Works with various local and state agencies, including the Office of State Architecture, the Office of Local Assistance, and the State Fire Marshal in developing specific architectural projects through meetings and correspondence to discuss how to implement the projects while meeting the criteria of codes, regulations and ordinances.
6. Schedules and attends various meetings with school personnel, community groups, architects and contractors to gain and impart information on the needs and plans for school facilities following the general direction of the Facilities Planner.
7. Serves as a liaison between school administrators, teachers, community representatives, and external consultants.
8. Supervises the professional architectural staff for the Facilities Planning and Construction Department by recruiting, training, overseeing and evaluating the work of the subordinates according to job requirement standards and the general discipline guidelines.

**Job Related and Essential Qualifications:**

**Knowledge of:** architectural design, specifically school design; short and long-range school facility planning techniques; construction principles and methods to develop contract documents to meet legal requirements; technical, legal, and political aspects of related legislation including a working knowledge of Title #21, the structural code developed by the Office of State Architecture in accordance with the Field Act, and the requirements of Title #24, the State building standards code necessary to assure contract specifications are in compliance with legal requirements.

**JOB CODE TITLE: SCHOOL ARCHITECTURAL COORDINATOR**

**JOB CODE: 5269**

**Business Unit: SFUSD**

**Skill and Ability to:** speak clearly and accurately in order to communicate with school personnel, community groups, architects and contractors, representatives of other agencies and the public; prepare written technical and professional reports, and contract documents ensuring compliance with procedures and policies of the department; deal courteously and effectively with architects, engineers, school personnel, community groups, external contractors and staff of other departments and agencies in the planning and coordinating of pre-construction activities in school building projects; coordinate the activities of various groups preceding the construction of new school facilities, major maintenance, or rehabilitation of existing facilities, which allows the accomplishment of the goals in the shortest amount of time within the parameters established by the educational specifications and the facilities planner; plan, assign, recruit, direct and monitor the work of a architectural staff to meet job requirement standards.

**Experience and Training Guidelines**

1. Possession of a baccalaureate degree from an accredited university or college with major course work in architecture or engineering; **AND**
2. Four years of licensed architectural or engineering experience which includes at least one (1) year directing staff in the preparation of plans and specifications; **AND**
3. Registration as a licensed architect in the State of California.

**Effective Date:** 3/15/71

**Amended Date:** 9/13/00

**Reason for Amendment:** To accurately reflect the current tasks, knowledge, skills and abilities, and minimum qualifications defined in the most recent job analysis conducted for this job code.



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: SENIOR ARCHITECT

CODE: 5270

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans, assigns and directs the activities of a large group of subordinates engaged in complex professional architectural work in the preparation of designs, drawings, specifications and cost estimates for a variety of building and construction projects and/or building construction inspection; and performs related duties as required.

DISTINGUISHING FEATURES:

Positions in class 5270 Senior Architect are distinguished from those in class 5268 Architect in that they involve responsibility for the direction of employees in the latter classification and may have responsibility over several major projects and/or a large group of subordinates.

EXAMPLES OF DUTIES:

1. Directs the work of other Architects and Engineers engaged in architectural design and related activities necessary to the construction, maintenance and conversion of public buildings; reviews the work of professional consulting firms employed to design various projects.
2. Directs, supervises and reviews the preparation of complex architectural contract and construction documents.
3. Directs, supervises and coordinates the architectural design phases of projects with mechanical, electrical and structural design portions of such projects.
4. Directs, reviews and supervises the review of contractors' shop drawings.
5. Supervises field inspections of projects under construction and proposed projects to assure conformance with plans and specifications and to provide data and information necessary to initiate new projects; may participate in field inspections when necessary.
6. Prepares and supervises the preparation of difficult and complex architectural specifications and cost and quantity estimates; checks and reviews specifications, estimates and computations prepared by consultants and subordinate staff members.
7. Secures proposals from engineers, contractors and testing laboratories for surveys, borings and geological and foundation investigations.
8. Prepares guides and outlines of architectural procedures for consulting architects and engineers; makes final inspections and acceptance of building projects.



MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a college or university, with a baccalaureate degree, with major course work in architecture.

Requires eight years of progressively responsible experience in architectural designing, programming, specification preparation, contract administration, construction management and other related phases of architectural construction work including four years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: architectural theory, practices and procedures; architectural design, building construction and site development, graphic arts and the techniques of drawings; laws, ordinances, codes and regulations applicable to building construction projects.

Requires considerable ability to: plan, organize and supervise the work of professional and technical personnel; prepare clear and concise professional and technical evaluations and reports; unusual ability to apply sound architectural theory to practical architectural problems.

License: Requires registration as a licensed architect in the state of California.

PROMOTIVE:

TO: Assistant City Architect

FROM: Architect

AMENDED: 3/1/76

**CITY & COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

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**JOB CODE TITLE: SENIOR AIRPORT NOISE ABATEMENT  
SPECIALIST**

**JOB CODE: 5271  
Business Unit: COMM**

**Definition:**

Under direction, the Senior Airport Noise Abatement Specialist performs lead function duties for the daily operation and maintenance of the Airport's noise monitoring and flight tracking systems and responds to community and citizen's concerns.

**Distinguishing Features:**

The 5271 Senior Airport Noise Abatement Specialist is the advanced journey-level in the noise abatement specialist job class series. Class 5271 Senior Airport Noise Abatement Specialist is distinguished from class 5264 Airport Noise Abatement Specialist in that the former provides lead function duties to the 5264 Airport Noise Abatement Specialist, performs more complex technical functions and provides technical and administrative assistance to the Assistant Noise Abatement Officer. Class 5271 Senior Airport Noise Abatement Specialist is also distinguished from class 5267 Assistant Noise Abatement Officer in that the latter supervises the overall operations of the Noise Abatement office, develops programs, and assists in the coordination of public relations with environmental agencies and the surrounding communities.

**Supervision Exercised:** May oversee and provide work direction for the Noise Abatement Specialists.

**Examples of Important & Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive.

1. Operates the Airport's noise monitoring and flight tracking equipment, retrieves and correlates data through the use of customized software programs and utilities on the computer including routine operation, backing up and archiving data, daily checking the status of the systems, e.g., time, disk capacity, error messages, etc.
2. Troubleshoots & maintains remote noise monitoring sites and flight tracking equipment (e.g., circuit cards; microphones) including identifying defective components, and calibrating and replacing components. Troubleshoots and maintains noise and flight tracking computer components (e.g., printers, modems) Transports and/or retrieves data and/or equipment between the Noise Monitoring Office and the Noise Monitoring storage room and to and from remote sites.
3. Monitors aircraft noise, flight operations (including test programs) and other pertinent aviation factors and procedures in the Airport Noise Office utilizing voice logging, noise monitoring, flight tracking, aircraft radios, and other equipment. Monitors Noise Abatement equipment in the field and at private residences through the use of portable noise monitors, hand held receiving radios, cellular phones, and binoculars.
4. Maintains records and logs of spare parts, calibrations, maintenance history, data storage; writes form reports. This requires a knowledge of aviation terms.
5. Analyzes and evaluates data in monthly airline reports for compliance with Airport noise regulations.

6. Maintains and operates Noise Monitoring Van including fueling, cleaning interior, arranging cleaning of exterior, and maintaining inventory of contents.
7. May attend community meetings to assist in and/or make presentations regarding noise abatement issues.
8. Responds and addresses calls relating to Airport/Airplane noise complaints from the community.
9. Provides work direction for 5264 Noise Abatement Specialist in the daily operation, maintenance, troubleshooting and repair of the noise monitoring or flight tracking systems.
10. Performs related duties and responsibilities as assigned.

**Job Related & Essential Qualifications:**

**Knowledge of:** Federal Aviation Regulations, State and Local noise abatement laws and regulations; aircraft performance including noise characteristics; general airport operations and the principles of aviation; acoustics, including frequency response, decibel levels and sound transmission; the principles and procedures of Air Traffic Control Communications, (i.e. translating flight strip data, weather data, radio communications correlation and interpretation of flight tracks); aviation weather patterns and their effect on airport operations locally and worldwide; the principles of electronics; modern computer systems and applications related to noise monitoring mitigation (e.g. flight tracking systems, spreadsheets, databases and word processing, and the set up and connection of noise monitoring hardware.)

**Ability to:** anticipate and identify problems associated with noise and flight tracking systems and develop and make recommendations for solutions; analyze data, summarize and compose a variety of noise monitoring and abatement reports for the Airport, State, and Federal agencies; orally communicate effectively and persuasively with staff, airport management, members of the public and government officials; demonstrate sensitivity and concern to the public in regard to noise complaints in the community.

**Experience and Training Guidelines:**

Two (2) years experience performing noise abatement duties using a complex commercial noise monitoring system; **AND**

Possession of a baccalaureate degree from an accredited college or university in Aviation, Aeronautical Operations or related field; **AND**

Possession of a Class C Drivers' License.

**Substitution:** Additional qualifying experience may be substituted for up to 2 years of the required education on a year-for-year basis.

**Special Requirement:**

Ability to climb and work in confined or awkward spaces to install and monitor equipment; strength to lift and maneuver materials and equipment weighing up to 50 lbs.

**Effective Date:** 9/27/00

JUL 17 2001

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCESSAN FRANCISCO  
PUBLIC LIBRARYJOB CODE TITLE: LANDSCAPE ARCHITECTURAL  
ASSOCIATE IIJOB CODE: 5272  
Business Unit: COMM

**Definition:** Under general supervision, performs landscape architectural duties related to the planning and development of landscape improvement projects for City parks, recreational areas, urban public spaces, parkways, public rights of way and other lands on City-owned facilities; supervises employees by planning, assigning, monitoring, and evaluating their work; prepares, supervises, or assists in the preparation of preliminary and final construction documents with related specifications; performs related duties as required.

**Distinguishing Features:** The Landscape Architectural Associate differs from the Landscape Architectural Associate I in that this class performs landscape architectural work without close supervision and is expected to use independent initiative and judgment to complete assignments ranging from medium complexity to high complexity and also performs a full range of supervisory duties.

**Supervision Exercised:** The Landscape Architectural Associate II is the first line supervisor in the Landscape Architectural series.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Prepares, supervises, or assists in the planning and design of landscape improvement projects.
2. Prepares, supervises, or assists in the preparation of presentation materials for landscape improvement projects
3. Determines scope of work, and establishes schedules and estimated costs of projects.
4. Writes and edits construction specifications; prepares reports, memoranda, and all correspondence related to landscape architectural work.
5. Coordinates and reviews contract documents with other City and consulting staff including architects, engineers, and maintenance and crafts personnel.
6. Performs site review or inspection of landscape projects under construction to ensure quality and conformance to plans and specifications.
7. Reviews, coordinates, and comments on work prepared by consultants for conformance with project requirements.
8. Provides technical assistance and direction to subordinate landscape architectural and other supervised staff.
9. Coordinates, facilitates, and/or presents projects to clients, commissions, agencies, departments, communities, and other interested groups.
10. Supervises subordinate personnel by planning, assigning, monitoring, and evaluating work; is responsible for development of subordinates through training and disciplinary processes.

**JOB CODE TITLE: LANDSCAPE ARCHITECTURAL**

**JOB CODE: 5272**

**Job-related and Essential Qualifications:**

**Knowledge of:** The principles, practices, and all relevant regulations and codes relevant to landscape architecture; drafting procedures and practices; and planting and construction materials and appropriate usage in the design and implementation of landscape projects.

**Ability to:** Supervise staff by planning, assigning, monitoring, and evaluating work of employees; prepare illustrative, conceptual, planning, drafting, and design work; draft conceptual and technical plans by hand or using AutoCAD; communicate effectively orally and in writing; coordinate and work effectively with staff, clients, other departments and agencies, and the public; make independent sound decisions to complete assignments; and prepare reliable cost estimates based on variable market and project conditions

**Experience and Training Guidelines:**

**Experience:**

1. Six years of verifiable experience in landscape architectural design; preparation of preliminary and final working drawings, cost analyses, specification preparation, construction review, and construction inspection of projects. Two years of the six years must have been at a level comparable to that of Class Landscape Architectural Associate I or higher.

**Training:** Possession of a Baccalaureate degree in landscape architecture from an accredited college or university.

**License or Certificate:** California License to practice as a Landscape Architect; driver license.

**Special Requirements:** Proficiency in computer-aided drafting (CAD).

**Amended and Retitled:** 10/29/98

**Amended:** 5/25/01

**Reason for Amendment:**

To reflect accurately the current tasks, knowledge, skills, and abilities defined in the most recent job analysis conducted for this job code.



# SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: PRINCIPAL ARCHITECT

CODE: 5273

## CHARACTERISTICS OF THE CLASS:

Under general administrative direction, directs and coordinates the architectural engineering and inspectional activities on a construction project of considerable size and complexity; coordinates private and public construction activities on a complex series of related projects; performs related duties as required.

Requires responsibility for: Coordinating, interpreting and enforcing policies, techniques, methods and legal provisions relating to architectural and construction activities; making responsible high level contacts with representatives of governmental agencies and private engineering and construction organizations; directing and coordinating the preparation of important architectural and construction records and reports.

## DISTINGUISHING FEATURES:

Positions in the class of 5273 Principal Architect are distinguished from those in class 5270 Senior Architect in that they involve responsibility for the direction of employees in the latter classification and may involve direction of a division consisting of more than one architectural section, whereas employees in class 5270 Senior Architect are normally responsible for the direction of only one major architectural section.

## EXAMPLES OF DUTIES:

1. Plans, directs and coordinates the activities of a number of major architectural sections including architectural, engineering and inspectional personnel engaged in the processing of a related series of complex projects.
2. Plans, coordinates and directs the activities of professional architectural and engineering personnel with those of contractors, subcontractors inspectional and construction personnel with a view toward assuring that projects are completed in conformance with approved plans and specifications.
3. Establishes design and construction standards applicable to the projects to serve as a guide for designers and builders; develops and directs the maintenance of time schedules for completion of design and construction phases of building projects; develops standard and systems for estimates of construction costs in order to insure that projects remain within budgeted allotments.
4. Directs the review of designs and enforces adherence to approved plans, specifications, and procedures; reviews and analyses bids, and recommends award of contract; certifies records of construction progress and work completion.
5. Conducts important negotiations with representatives of governmental, architectural and engineering agencies and with representatives of private architectural, engineering and construction concerns.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a 5 year course at a recognized college or university with a Baccalaureate Degree with major course work in architecture.

Requires 8 years of progressively responsible architectural experience including 3 years at the supervisory or administrative level or an equivalent combination of training and experience.

CLASS TITLE: PRINCIPAL ARCHITECT

CODE: 5273

MINIMUM QUALIFICATIONS (Cont'd):

Requires comprehensive knowledge of modern architectural theory, practices and procedures; architectural design, building construction and site development and the graphic arts; current laws, ordinances, codes and other regulations applicable to building construction projects; problems inherent in urban planning and building design.

Requires considerable ability to plan, coordinate and direct the work of professional, technical, architectural and engineering personnel engaged in the completion of a complex series of related construction projects; exercise superior skill and ability in coordination of construction activities; represent the Bureau of Architecture in conduct of high level contacts relating to construction activities; direct the maintenance of important and complex construction records and reports.

License: Requires registration as a licensed architect in the State of California.

PROMOTIVE LINES:

To: Class 5722 Assistant City Architect

From: 5270 Senior Architect

Adopted: June 18, 1973

SAN FRANCISCO CIVIL SERVICE COMMISSION

(AMENDED)

CLASS TITLE: LANDSCAPE ARCHITECT

CODE: 5274

CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for planning, designing and inspecting landscaping and related architectural work for City parks and recreational areas; and performs related duties as required.

Requires responsibility for: Interpreting, carrying out and enforcing existing landscape architectural procedures and methods; making regular important contacts with other departmental personnel, outside agencies and organizations, and the general public relative to landscaping and parks and recreation development; preparing and reviewing detailed and complex architectural plans, drawings and related data and information.

DISTINGUISHING FEATURES:

The class of Landscape Architect differs from Assistant Landscape Architect in that this class is responsible for large landscape projects. This class has major responsibility for planning and designing park and playground areas as well as the location of lawns, shrubs, trees, walks and shelters; prepares contract specifications; prepares cost and quantity estimates; recommends materials; makes inspections and investigations.

EXAMPLES OF DUTIES:

1. Prepares, plans, and designs for park and playground areas including the location of lawns, shrubs, trees, walks, shelters and related features.
2. Designs and prepares preliminary plans and sketches for review and prepares final working drawings.
3. Prepares contract specifications for various development projects; prepares cost and quantity estimates for such projects; inspects projects.
4. Recommends quality of materials used and evaluates performance of contractors and acceptance or rejection of completed projects.
5. Coordinates landscaping work with other other phases of development projects.
6. Makes investigations and prepares reports in connection with improving existing landscaped areas.
7. Meets and confers with other departments and agencies regarding landscape improvements throughout the City and prepares plans as required.

MINIMUM QUALIFICATIONS:

Training and experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in landscape architecture.

Requires two years of progressively responsible experience in landscape architectural work preferably including experience in major diversified parks or similar facilities; or an equivalent combination of training and experience.

Knowledge, abilities and skills: Requires good knowledge of: Landscape architectural theory, practice and procedures; landscape architectural design and site development; modern construction methods and techniques, particularly as applied to the landscape architectural phases of development and construction projects.

Requires ability to: Initiate and prepare landscape architectural plans, specifications and estimates; coordinate landscaping activities with a variety of interested groups and to deal tactfully and courteously with such groups; review technical papers and reports.

Requires considerable skill in: The application of landscape architectural theory to practical field problems; the preparation of complete landscape plans and specifications; the use of drafting instruments.

PROMOTIVE LINES:

To : No normal lines of promotion  
From: Original entrance examination

AMENDED: 12/15/69



(NEW CLASS)

CLASS TITLE: SENIOR LANDSCAPE ARCHITECT

CODE: 5275

## CHARACTERISTICS OF THE CLASS:

Under general direction, performs the most difficult and responsible professional landscape architectural work in the field and office; supervises subordinate professional and subprofessional personnel engaged in such work; and performs related duties as required.

Requires responsibility for: Interpreting and coordinating landscaping policies and methods with other departments, interested organizations, and contractors; making regular responsible contacts with professional personnel and contractors; preparing, checking and reviewing detailed and complex plans, specifications, and related documents.

## DISTINGUISHING FEATURES:

The class of Senior Landscape Architect differs from Landscape Architect in that this class is responsible for the complete supervision and coordination of personnel engaged in landscape work. This class formulates plans for the City's entire landscape architectural program; develops master plans; harmonizes landscape engineering and/or architectural features of proposed projects.

## EXAMPLES OF DUTIES:

1. Formulates plans for a large-scale landscape architectural program and directs and coordinates the work of others developing details and plans for such a program.
2. Supervises and coordinates the work of professional and subprofessional personnel engaged in design and construction of major landscape projects in connection with City streets, buildings, institutions, parks, beaches, and historical monuments; consults with technical staffs, public officials, and others concerned in landscape development.
3. Supervises the initial planting and advises on maintenance and replacement problems; develops master plans and makes drawings and sketches of proposed landscape projects.
4. Harmonizes landscape, engineering and/or architectural features of proposed construction projects; estimates costs of and prepares specifications for landscaping and related ground improvements; writes letters and prepares reports on a variety of subjects related to landscape architectural projects.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in landscape architecture.

Requires five years of progressively responsible experience in landscape design, estimating, specification preparations, and inspection of construction projects, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, abilities and skills: Requires considerable knowledge of: Principles of landscape architecture, design, and landscape construction methods; trees, shrubs and plants both native and cultivated, best adapted to landscaping in various parts of California; California soil conditions; problems encountered in streets and building locations and engineering work as related to landscaping features; soil preparation, planting and pruning techniques and tree surgery; principles of personnel management and supervision.

Requires ability to: Adapt California plant growth to a variety of conditions; estimate the cost of landscaping and related ground improvements; prepare original sketches and detailed plans and prepares specifications in connection with landscape; correlate engineering or architectural features to proposed landscape projects; direct the work of others; analyze situations accurately and take effective action; speak effectively before audiences; dictate correspondence and prepare reports.

License: Requires registration as a landscape architect in the State of California.

## PROMOTIVE LINES:

To : No normal line of promotion

From: 5274 Landscape Architect

ADOPTED: 12/15/69





SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CITY PLANNING INTERN

CODE: 5276

CHARACTERISTICS OF THE CLASS:

Under supervision, as a participant in work-study program leading to a Master's Degree in City Planning, assists in the performance of all phases of City Planning and zoning work; assists professional staff in the preparation of planning research, surveys and projects; as assigned, collects and analyzes data on various phases of planning including master plan zoning, capital improvement, transportation, urban design and community renewal plans for neighborhoods; and performs related duties as required.

Requires responsibility for: carrying out city planning policies and procedures; assisting in the preparing, checking, maintaining and reviewing of technical records and reports involving a variety of city planning activities.

EXAMPLES OF DUTIES:

1. As part of an internship program, assists professional staff in the preparation of plans and in compiling and preparing technical, physical, economic, social and statistical data in the form of reports, graphs, maps and charts; may assist in field investigations and in collecting data.
2. Studies and analyzes city planning functions and procedures as they relate to a graduate curriculum leading to a Master's Degree in City Planning.
3. May assist in the preparation of maps, charts, photographs and other graphic presentations to illustrate planning studies.
4. Assists in research and analysis of economic and sociological problems as they relate to the preparation of departmental reports.
5. Upon completion of the period of internship, presents an oral and/or written statement to the Department of City Planning summarizing the work experience.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, and completion of one full year of graduate study at a recognized university in a two-year program leading to a Master's Degree in City or Regional Planning.

Knowledge, Abilities and Skills: Requires some knowledge of: the principles and purposes of various phases of city planning; statistical and research methods relating to urban growth.

Requires ability to: assist in the collection and analysis of planning and zoning data; speak and write effectively; deal tactfully with the general public, government officials, professional and technical persons and employees.

PROMOTIVE LINES:

To: No normal lines of promotion

From: Original entrance examination

ADOPTED: April 20, 1967



CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

APR 18 2001

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JOB CODE TITLE: PLANNER I

JOB CODE: 5277  
Business Unit: COMMN

**Definition:**

Under general supervision, the Planner I performs entry level planning work in the collection, analysis, interpretation and presentation of city planning data in one of a variety of phases of plan development and implementation. The essential functions of this job include: reviewing building permits, variances, use permit and other miscellaneous permit applications; recording appropriate data and preparing recommendations for the department, Planning Commission and other City Commissions; reviewing planning activities, goals, programs, zoning ordinances, rules, regulations, policies and procedures; providing information orally and in writing to City agencies, property owners, developers, community organizations and the general public; conducting site and field inspections of land, economic activities, transit patterns, buildings and streets; preparing computer based and hard copy graphic materials; conducting research studies, surveys and interviews to obtain data and formulating recommendations to assist in planning policies, plans for future developments and determinations of the environmental impacts of proposed projects; assisting in the preparation, revision and performing of updates of the General Plan and Planning Code and other governmental regulatory codes. Incumbents in this job code may be required to attend evening meetings occasionally held in community locations.

**Distinguishing Features:**

The 5277 Planner I is the entry-level class of the Planner series. This class is distinguished from the 5278 Planner II in that the latter is the journey level class responsible for performing more progressively complex planning assignments.

**Supervision Exercised:**

None.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Reviews building permit, variances and use permit applications as well as may assist in the review of discretionary review, subdivision applications and other miscellaneous permits referred from other departments and the general public by checking plans and reviewing the applications for conformity to the General Plan and the Planning Code (Zoning Ordinances); records appropriate data and prepares recommendations for department or commission action.
2. Reviews Planning activities, goals and programs; zoning ordinances, rules, regulations, policies and procedures; procedural requirements for securing consideration of application requests; and federal and state environmental requirements and procedures (NEPA and CEQA).
3. Provides information orally and in writing to city agencies, property owners, developers, community organizations and the general public by answering questions, providing assistance, responding to complaints, presenting reports and draft plans; and explaining policies.
4. Conducts site and field inspections of land, economic activities, transit patterns, buildings and streets and conducts surveys and interviews to obtain data required for planning, zoning and environmental review.

5. Prepares computer based and hard copy graphic materials: land use maps, zoning maps, drawings, diagrams, graphs, charts, photographs, video and other display materials related to analysis and reports.
6. Conducts research studies and formulates recommendations by selecting, collecting, recording, tabulating, organizing and analyzing technical physical, economic, social and statistical data to assist in planning policies, plan for future developments, and determine the environmental impacts of proposed projects.
7. Performs other duties as assigned.

**Job Related and Essential Qualifications:**

**Knowledge of:** the basic planning principles including land use, zoning, municipal regulation and community development, transportation and public utility systems as they relate to planning programs.

**Ability to:** organize and conduct investigations; anticipate, identify and analyze planning; visualize three-dimensional objects; prepare reports, memos, letters, etc.; explain complex ideas clearly and concisely to department personnel, the general public, applicants, special interest advocates, the Planning Commission and other governmental agency representatives; use basic computer applications; and establish and maintain effective working relationships with department personnel, other city departments, public officials, applicants, special interest advocates and the general public.

**Experience and Training Guidelines:**

Possession of a baccalaureate degree from an accredited college or university in city, regional, or urban planning, or a closely related field such as architecture, landscape architecture, geography, urban studies, public administration, historical preservation, or environmental studies; **OR**

Possession of a baccalaureate degree from an accredited college or university; **AND** one (1) year of city or urban planning, transportation, urban design, historical preservation, architectural or environmental review experience.

**Special Conditions:**

Some positions may require possession of a valid driver's license.

ADOPTED: March 25, 1968

AMENDED: April 6, 2001

**Reason for Amendment:**

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.



(RETITLES: 5278 ASSISTANT CITY PLANNER)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLANNER II

CODE: 5278

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs difficult city planning work and participates in all phases of city planning; assists in the preparation of planning, research, surveys and projects; conducts investigations, collects and analyzes data on zoning, subdivision design, urban renewal, rapid transit and other land use problems; assists in the preparation of written and graphic reports; may supervise subordinate survey, clerical and office personnel; and performs related duties as required.

Requires responsibility for: carrying out and interpreting city planning policies and procedures; making continuing personal contacts with representatives of government, civic and business organizations, and the general public in the explanation and interpretation of laws, ordinances, policies, rules and regulations relating to city planning activities; preparing, checking and reviewing important technical records involving the master plan, capital improvement program, urban renewal, zoning and other technical city planning records.

EXAMPLES OF DUTIES:

1. Compiles and prepares technical, physical, economic, social and statistical data in the form of reports and graphs, maps and charts; prepares base maps for use in the development of the master plan and the capital improvement program; collects data, makes studies, performs field investigations and writes reports on specifically assigned problems in the field of zoning, subdivisions, park and recreation areas, population movement and traffic, transportation and other land use studies.
2. Prepares maps, charts, photographs and other graphic presentations to illustrate studies of land use, transportation, population, traffic, streets, freeways, residential, business, recreational and playground areas, zoning and subdivisions.
3. Assists in and performs research and analysis of economic and sociological problems as a basis for preparation of the master plan, urban renewal and capital improvement program; attends public hearings, meetings or conferences or various city departments, takes notes and prepares summary reports, answers inquiries pertaining to zoning, urban renewal, freeway and street location and other city planning and related problems.
4. May process various zoning applications and permits; interprets and explains zoning ordinances and other city planning problems to the public.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree.

Requires two years of city or regional planning experience performing technical phases of city planning; or an equivalent combination of training and experience.

CLASS TITLE: PLANNER II - continued

CODE: 5278

Knowledge, Abilities and Skills: Requires a good knowledge of: the principles, practices, purposes, scopes and techniques of various phases of city planning; statistical and research methods and the sources of information and data relating to city and metropolitan growth; accepted practices in highway and street construction, park and recreational area design, land subdivision, zoning and of legal descriptions and federal, state and local laws as they relate to city planning; requires some knowledge of the principles and practices of drafting and mapping.

Requires ability to: collect, analyze and interpret data pertaining to planning and zoning situations; speak effectively and write technical reports; supervise the work of subordinate employees; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and employees.

PROMOTIVE LINES:

To: Planner III

AMENDED: March 25, 1968

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION  
DOCUMENTS

CLASS TITLE: SCHOOL FACILITIES NEEDS ANALYST

APR 20 1971

CODE: 5279

CHARACTERISTICS OF THE CLASS:

SAN FRANCISCO  
PUBLIC LIBRARY

Under direction, plans and coordinates the development of educational specifications required to implement educational program needs; conducts demographic studies and maintains current demographic data; meets with community representatives and educational administrators to discuss educational specifications and needs; and performs related duties as required.

Requires responsibility for: Formulating and developing methods and procedures related to the development of educational specifications to meet need for school facilities; making regular contact with community representatives, educational administrators, planners and other department personnel to discuss educational needs and to keep current on developments affecting student enrollment projects; maintaining current information on local practices and design of school facilities and enrollment information.

DISTINGUISHING FEATURES:

The School Facilities Needs Analyst determines education and space needs through the analysis and maintenance of demographic data.

EXAMPLES OF DUTIES:

1. Plans and coordinates the development of educational specifications required to implement educational programs; formulates educational specifications around future educational program needs.
2. Works with school administrators and community representatives in coordinating the development of educational specifications and needs; meets with educational administrators to discuss future educational programs.
3. Maintains current demographic data; meets with city agencies, school administrators and community groups to keep current on future developments which would effect school enrollment projections.
4. Maintains current information on modern practices in elementary and secondary education and recent developments in the design of schools throughout the nation.
5. Meets with architects to discuss educational specifications.
6. Maintains future enrollment information through the conduct of periodic demographic studies.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from college or university with a baccalaureate degree with major course work in education, architecture, planning, or a related field. Requires three years of staff experience in the development of educational specifications or in planning facilities for educational and/or governmental programs; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of educational specifications development; knowledge of elementary and secondary curriculum.

Ability to: Coordinate the planning of educational specifications with the planning of educational programs; conduct demographic studies; use statistical sampling techniques; organize, write and edit research studies, surveys and reports.

CLASS TITLE: SCHOOL FACILITIES NEEDS ANALYST

CODE: 5279

PROMOTIVE LINES:

To : No normal line of promotion

From: Original entrance examination

ADOPTED: 3/15/71

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLANNER III

CODE: 5280

CHARACTERISTICS OF THE CLASS:

Under direction, performs difficult and responsible phases of city planning work; supervises or assists in the preparation and designing of planning research surveys and projects and conducts the more difficult investigations; assists in the preparation of written graphic reports; and performs related duties as required.

Requires responsibility for: assisting in carrying out and interpreting city planning policies and procedures; making considerable continuing personal contacts with representatives of government, civic and business organizations and the general public in the explanation and interpretation of the city planning code, problems and policies; preparing, checking and reviewing important technical records involving the master plan, capital improvement program, urban renewal and other city planning records.

EXAMPLES OF DUTIES:

1. Compiles, analyzes and interprets difficult technical, physical economic, social and statistical data for various city planning projects, including capital improvement programs, urban renewal, master planning and metropolitan problems in general.

2. Prepares and designs difficult maps, charts, models, sketches and other graphic and visual presentations to illustrate studies of land use; collects, tabulates and correlates statistical data in the form of graphs, maps and charts; investigates and prepares recommended changes for the city planning code and other planning legislation.

3. Designs land use plans within and outside the city for various uses such as parking areas, shopping centers, residential subdivisions, parks and playgrounds relative to the determination of city land values and providing examples of certain kinds of development; reviews and revises maps for conformance with minimum lot sizes, lot patterns, population densities, landscaping, streets and other facilities.

4. Reviews referrals regarding the sale and purchase of land, and vacation of streets; assists in reviewing subdivision applications, urban renewal, transportation and other planning projects with regard to city planning standards and applicable laws.

5. Edits reports, texts and studies compiled by subordinates, and supervises the preparation of difficult studies, and supervises a portion of a major planning project study.

6. Addresses community, business and other groups to explain planning programs and problems and promote good public relations.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree.

Requires four years of progressively responsible city and regional planning experience performing technical phases of city planning; or an equivalent combination of training and experience.



CLASS TITLE: PLANNER III - continued

CODE: 5280

Knowledge, Abilities and Skills: Requires considerable knowledge of: the principles, practices, purposes, scopes and techniques of various phases of city planning; statistical and research methods and the sources of information and data relating to city and metropolitan growth; accepted practices in highway and street construction, park and recreational area design, land subdivision, land use and zoning; legal descriptions and federal, state and local laws as they relate to city planning; principles and practices of drafting and mapping.

Requires considerable ability to: collect, analyze and interpret data pertaining to planning and zoning situations; speak effectively and write technical reports; supervise the work of subordinate employees; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and employees.

PROMOTIVE LINES:

To: Planner IV

From: Planner II

AMENDED: March 25, 1968

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLANNER IV

CODE: 5282

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, plans and directs the activities of a planning division or supervises a major study or project group engaged in professional city planning work; gathers, analyzes and interprets planning data and prepares recommendations thereon; prepares difficult and complex technical reports; and performs related duties as required.

Requires responsibility for: developing, carrying out, interpreting, coordinating, and enforcing city planning policies and methods; continuing personal contacts with responsible representatives of government, civic and business organizations and the general public in connection with the explanation and interpretation of the city planning code, ordinances, policies, rules and regulations relating to overall city planning activities; requires independent and/or overall supervisory responsibility for the preparation and maintenance of important professional and technical records and reports concerning the master plan, capital improvement program, urban renewal and other city planning functions.

EXAMPLES OF DUTIES:

1. Plans and directs professional, technical and supervisory personnel as a division head or as a head of a major planning project study; edits reports, texts and studies compiled by staff members engaged in various segments of a total project or division.
2. Designs, studies, compiles, analyzes, evaluates and prepares reports on the more complex and difficult technical, social, economic and physical data for various city planning projects, including capital improvement programs, urban renewal, master planning and metropolitan problems in general; collects, tabulates, correlates and presents difficult statistical data involved in preparation of the master plan, capital improvement program and related city planning reports.
3. Supervises the preparation and design of the more difficult maps, charts, models, sketches and other graphic presentations to illustrate various land use and special city planning studies; investigates, recommends and prepares changes for the city planning code and other planning legislation.
4. Reviews referrals regarding the sale, purchase and subdivision of land, and vacation of streets; reviews and analyzes subdivision applications, redevelopment and urban renewal proposals and plans with regard to city planning standards, federal, state and local laws and for probable effects on the surrounding neighborhoods and the master plan.
5. Addresses community, business and other groups to explain planning programs and problems and promote good public relations for the planning department; may represent the planning department at the board of supervisors committee meetings, other government agencies, commissions or boards.
6. Assists in the development and advancement of subordinates through training and effective use of employee development programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree.

Requires six years of progressively responsible experience in city planning performing technical phases of city or regional planning, including at least two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the principles, practices, purposes, scope and techniques of various phases of city planning; statistical and research methods and the sources of information and data relating to city and metropolitan growth; techniques applied to land use and zoning administration; legal descriptions and federal, state and local laws as they relate to city planning.

Requires considerable ability to: collect, analyze and interpret data pertaining to planning and zoning situations; speak effectively and write clear and concise technical reports; coordinate assigned activities with other phases of city planning; exercise tact and courtesy in working with the public; organize and supervise the work of subordinate employees; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and employees.

PROMOTIVE LINES:

From: Planner III

AMENDED: March 25, 1968

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**CLASS TITLE: PLANNER V**

**CODE: 5283**

**DEFINITION:**

Under general administrative direction, the Planner V serves as an executive assistant to the Director of Planning within the Department of City Planning or as a Planning Manager in a city department other than the Department of City Planning. The Planner V represents the department in public or official determinations; coordinates and supervises the work of subordinates and acts as technical advisor on all studies and problems relating to planning and environmental evaluation requirements.

As an executive assistant to the Director of Planning, the Planner V is responsible for the management of a functional unit, or division, within the Department of City Planning; advises and assists the Director of Planning and the Zoning Administrator in the formulation and development of matters regarding the Planning Code, environmental issues, policy implementation strategies and related land-use problems; and performs related duties as required.

As a Planning Manager for a city department other than the Department of City Planning, the Planner V organizes, directs, and administers the activities and functions of the planning division within the department.

**DISTINGUISHING FEATURES:**

Class 5283 Planner V is the most senior level in the Planner series. It is distinguished from class 5293 Planner IV by its assignment of greater and/or more complex planning and management responsibilities. Whereas the Planner IV manages projects within a division or unit, the Planner V plans and directs the activities of a functional unit, or division, of the Department of City Planning or manages a planning division within another city department.

**SUPERVISION EXERCISED:**

Class 5283, Planner V supervises a unit or functional area which may contain various professional classes both within the Planner series and other administrative and technical positions essential to the unit.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Plans, coordinates and directs professional and technical personnel; supervises major planning studies or projects concerned with comprehensive planning, area planning, transportation planning, development programming, planning policy development, policy implementation strategies and/or environmental evaluation.
2. Supervises the preparation and analysis of planning department policies related to various aspects of the General Plan including urban design, commerce, industry, housing, capital improvement programs, transportation and others; directs and coordinates professional and technical personnel in the gathering and development of planning data relative to the General Plan; formulates statements of environmental objectives of the General Plan, coordinates existing and future planning studies with reference to a city-wide policy framework; participates in the environmental evaluation of the General Plan elements, policy proposals and special studies.

3. Designs, studies, compiles, analyzes, evaluates and prepares reports on the more complex and difficult technical, social, economic and physical data for various city planning projects; supervises the preparation and design of the more difficult maps, charts, models, sketches and other graphic presentations to illustrate various land-use and special city planning studies; investigates, recommends and prepares changes for the City Planning Code, Traffic Code and other planning legislation.
4. Acts as technical advisor on studies and problems relating to planning, environmental regulation and/or development programming; reviews highly specialized and technical reports; draws conclusions upon which policies and decisions may be based and legislative recommendations founded.
5. Supervises and coordinates surveys, analyses and/or environmental review of physical and visual qualities of the city, major parts of the city, or individual projects, including areas experiencing significant change or pressure for change.
6. Addresses community, business and other groups to explain planning programs and problems and promote good public relations for the department assigned; may represent the department at the Board of Supervisors committee meetings, other government agencies, commissions or boards; coordinates public participation in development of policies and implementation strategies.
7. Assists in the development and advancement of subordinates through training and effective use of employee development programs.
8. Performs other duties as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:** Principles, practices, purposes, scope and techniques of various phases of city, transportation and/or environmental planning; Federal, State, and local laws and regulations as they relate to city planning, transportation planning and/or environmental evaluation; methods and sources of data relating to metropolitan form and growth.

**Ability to:** Coordinate and monitor projects and the activities of groups of subordinate employees and consultants; plan and direct the work of subordinate staff; communicate with staff and representatives of business and public interest groups, organizations, and public officials in clarifying and interpreting planning policy and regulations.

#### **EXPERIENCE AND TRAINING GUIDELINES:**

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

- **Training:** Possession of a baccalaureate degree from an accredited college or university.
- **Experience:** Eight years of experience in urban, city, regional, and/or transportation planning, including three years of supervisory experience.

Effective: April 17, 1998

**Note:** Class 5283 Planner V was created to consolidate previously existing specialty classes 5297 Planner V-Zoning and 5263 Planner V-General.



SAN FRANCISCO CIVIL SERVICE COMMISSION

(NEW CLASS)

CLASS TITLE: ENVIRONMENTAL REVIEW OFFICER

CODE: 5284

CHARACTERISTICS OF THE CLASS:

Under general administrative direction by the Director of planning, plans and directs the activities of the Office of Environmental Review; gathers, analyzes and interprets data and prepares and revises environmental evaluations and reports; arranges for hearings on such reports; and performs related duties as required.

Requires responsibility for: developing, carrying out, interpreting and coordinating procedures and methods for environmental review; continuing personal contacts with responsible representatives of government, civic and business organizations, environmental organizations, neighborhood groups and the general public in connection with the preparation and revision of environmental evaluations and reports; both independent and supervisory activities in the preparation and maintenance of numerous and complex professional and technical records; and continuing review, refinement and recommendations concerning environmental policies, regulations and procedures.

EXAMPLES OF DUTIES:

1. Directs the work of professional, technical and supervisory personnel and consultants as head of the Office of Environmental Review; controls the flow of work and reviews and revises material prepared by these personnel and consultants.
2. Outlines, prepares, compiles, analyzes and revises environmental evaluations and reports of a complex and difficult technical nature; collects, tabulates, correlates and presents difficult statistical data relating to effects on the environment.
3. Reviews the effectiveness and workability of measures for protection of the environment, and recommends and prepares modifications for environmental ordinances, rules, regulations or other procedures, and for State environmental legislation.
4. Makes environmental evaluations for projects including both public and private development, the sale and purchase of public land, vacation of streets, zoning cases, Master Plan amendments, subdivisions, changes of use, grading, traffic changes and other matters; reviews environmental reports referred to the City and County by State and Federal agencies.
5. Addresses community, business and other groups to explain and discuss environmental programs and problems; may represent the Department of City Planning at the Board of Supervisors and before other government agencies, commissions and boards.
6. Maintains records on projects under review, meeting complex legal requirements including those for public notice, collecting fees, scheduling and arranging public hearings and expediting processing; may hold hearings and take testimony at the request of the City Planning Commission.
7. Assists in the development and advancement of subordinates through training and effective use of employee development programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree.

## MINIMUM QUALIFICATIONS (Cont'd):

Requires six years of progressively responsible experience in city planning, business or public administration, engineering or law, and including at least two years experience in the review of projects with respect to their environmental effect, including at least two years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: the principles, practices, purposes, scope and techniques of various phases of environmental evaluation; statistical and research methods and the sources of information and data relating to environmental impact; and federal, state and local laws as they relate to the environment.

Requires considerable ability to: collect, analyze and interpret data pertaining to environmental impact of projects; speak effectively and write clear and concise technical reports; organize and enforce procedures for handling numerous and complex review cases; coordinate assigned activities with other related actions requiring governmental approvals; organize and supervise the work of subordinate employees; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and employees.

Adopted: April 19, 1973

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: AIRPORT NOISE ABATEMENT OFFICER

CODE: 5285

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, directs, participates in and has full responsibility for the noise abatement program at the San Francisco International Airport; and performs related duties as required.

DISTINGUISHING FEATURES:

This single position class is responsible for insuring that all aircraft using the San Francisco International Airport operate within prescribed noise standards. This employee has management level responsibility for the effective operation of the noise monitoring system, including regular, frequent contacts with airline executives, airline pilots, Federal and State officials, and the public on all matters relating to the control of aircraft noise.

EXAMPLES OF DUTIES:

1. Plans and administers the airport sound abatement program; supervises the operation and inspection of the airport noise monitoring system; reviews, analyzes and evaluates data generated by the monitoring system; identifies aircraft exceeding acceptable noise standards; and initiates corrective action against operators of offending aircraft.
2. Consults with owners of off-airport sites with reference to the installation of noise monitoring equipment and supervises the taking of spot noise-level readings.
3. Confers with airline officials, pilots, fixed-base operators and Federal and State officials for the purpose of maintaining an acceptable balance between efficient airport operations and the effective control of aircraft noise.
4. Reviews and analyzes airport operational and procedural policies relating to the control of aircraft noise and drafts modifications as required; drafts directives and guidelines detailing noise standard policies prescribed in pertinent laws and ordinances.
5. Presides at noise abatement meetings; supervises the preparation of agendas and arranges for the production and distribution of minutes; follows up on recommendations approved at such meetings.
6. Establishes procedures for and responds to written and other complaints against violations of noise standards and develops supporting files reference complaints and noise control matters.
7. May be required to present evidence secured through the monitoring system; to issue warnings to violators; and to testify as a witness in court in noise abatement matters.
8. Supervises the preparation of reports relating to noise abatement as required by State and Federal agencies; prepares operational cost estimates for noise abatement programs; prepares environmental (noise) impact reports on new or proposed airport projects.
9. Represents the airport management in noise abatement matters and speaks to interested groups on the subject of the airport's noise control programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from a recognized four-year college or university, preferably with major course work in aeronautical engineering, airport administration or closely related field; and five years of progressively responsible experience with the Federal Aviation Administration, the operations division of a

CLASS TITLE: AIRPORT NOISE ABATEMENT OFFICER

CODE: 5285

MINIMUM QUALIFICATIONS: (contd)

major commercial airline, or the operations section of a major U.S. commercial airport; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a thorough knowledge of: Large-scale airport operations; the flight characteristics of commonly used commercial aircraft; Federal Aviation Administration safety regulations; and California law relating to noise standards at airports.

Requires a good working knowledge of sound-monitoring systems and the techniques to be used in identifying offending aircraft from data produced by the monitoring system.

Requires ability to: Establish and maintain effective relations with individuals engaged in noise pollution research, government officials, community groups, and private citizens; speak on airport related subjects before a variety of audiences; produce clear and concise reports.

License: Requires possession of a valid California Driver's License.

PROMOTIVE LINES:

To : To be determined

From: Original entrance examination

Adopted: 3/17/75

(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ADMINISTRATOR, PROPERTY CONSERVATION

CODE: 5286

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, organizes and directs code enforcement activities in conservation and rehabilitation assistance areas and citywide abatement program of the Division of Property Conservation; coordinates the work of the division with those of other agencies engaged in related activities; and performs related duties as required.

DISTINGUISHING FEATURES:

The Administrator, Property Conservation is responsible for administering the Community Development Code Enforcement Programs and Rehabilitation Assistance Programs in designated areas under the general direction of the Assistant Superintendent of Property Conservation. The incumbent of this position is responsible for interpreting and applying city, federal and state laws and policies as related to code enforcement and rehabilitation activities.

EXAMPLES OF DUTIES:

1. Organizes, assigns and administers property conservation activities involving the work of field inspection personnel engaged in inspection, report preparation, preparation of specifications, cost estimates, bids and contracts necessary to meet the legal and financial requirements of a federally assisted, state assisted or locally assisted code enforcement program, and abatement program.
2. May represent the Assistant Superintendent, Property Conservation at government and private committee meetings dealing with various housing code enforcement programs.
3. Establishes operational procedures and directs the preparation of questionnaires, letters and other material to be used in connection with code enforcement activities of the division.
4. Reviews and evaluates survey data, conducts field investigations and in this connection consults with superiors and with representatives of other agencies concerning the establishment of policies related to conservation programs throughout the city.
5. Coordinates, reviews and recommends improvements in methods and procedures, in work to be performed, staffing, budget and program policies in connection with the federally, state or locally assisted code enforcement and rehabilitation assistance programs involving rehabilitation financing and the provision of required public improvements.
6. Prepares public information releases, reports and makes public appearances in explaining and discussing the conservation programs and their application to the city; acts as secretary of the Abatement Appeals Board.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university with a baccalaureate degree, with major course work in city planning, civil engineering, architecture or public administration with State of California license as sanitarian, with the state required educational accomplishment in one of the following major course work: Public health, sanitary science or biology.



## MINIMUM QUALIFICATIONS: (contd)

Requires 8 years of progressively responsible experience in planning and implementation of housing and neighborhood conservation and rehabilitation or systematic housing code enforcement activities, including 4 years of responsible administrative experience in conservation or rehabilitation programs; or an equivalent combination of training and experience. A masters degree in public administration may be considered in lieu of the 4 years responsible administrative experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: Research and survey methods and procedures particularly as applied to housing and environmental survey; all laws, procedures and techniques related to implementing code enforcement programs, regulations and ordinances relating to financial and legal aspects of the conservation program.

Requires considerable ability to: Analyze, review and make sound recommendations relative to the results of surveys and investigations; administer various code enforcement programs involving personnel having widely diversified training and functions; establish and maintain cooperative relations with the general public, other city departments and governmental agencies.

Requires considerable skill and accuracy in the preparation and review of statistical data, records and reports and in representation of such programs in public forums and before public agencies and committees.

## PROMOTIVE LINES:

To : 5178 Assistant Superintendent, Property Conservation

From: Original entrance examination

Amended and Retitled:

(Abolishes class 5286 Chief, Property Conservation Division)

(NEW CLASS)

CLASS TITLE: TRANSIT PLANNER I

CODE: 5287

## CHARACTERISTICS OF THE CLASS:

Under supervision, performs beginning level planning work in the collection, analysis, interpretation and presentation of urban transit planning data in one or a variety of phases or plan development and implementation; assists in research and record keeping pertaining to department operations in the administration of a Municipal Transit Plan; assists in giving of information to the public; and performs related duties as required.

Requires responsibility for: Carrying out and interpreting methods and procedures relating to urban transit research; making contacts, conducting interviews and checking records from public and private sources to obtain data for the department's activities; explaining the activities of the department to members of the public and representatives of city departments and other government agencies; preparing and presenting a variety of reports, exhibits and records to permit the results of research and investigation to be used by others.

## EXAMPLES OF DUTIES:

1. Assists in organizing and conducting planning research studies; collects, tabulates and analyzes a wide variety of data from various sources; assists in applying statistical methods to determine trends, cycles and underlying factors affecting the operations of the municipal transit system.
2. Conducts interviews and field investigations to gather information of significance to the department's work and records this information by means of notes, maps, sketches and photographs.
3. Reports the results of all such research through oral and written presentations and graphically as appropriate, and draws conclusions and makes recommendations based upon this research.
4. Carries out standardized work in administration of the operational transit plan, including giving of explanations to employees, the public, city departments and their government agencies, and keeping records.
5. May assist in the direction of clerical workers in carrying out any of the above work.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university with a baccalaureate degree.

Knowledge, Abilities and Skills: Requires a knowledge of: The principles, methods and practices of research; data sources for transit studies, basic concepts and programs of transit planning and operations; methods of preparation of reports as a basis for recommendations.

Requires ability to: Follow general instructions in dealing with research, statistical and administrative problems; develop techniques and procedures for assembling and analyzing a variety of data; carry out work procedures decisively and accurately; prepare comprehensive and concise reports; speak and write effectively and deal tactfully with the general public, government officials, professional and technical persons and employees.

## PROMOTIVE LINES:

To : 5288 Transit Planner II  
From: Original entrance examination

Adopted: 4/19/73



**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: Transit Planner II**

**JOB CODE: 5288  
Business Unit: COMMN**

**Definition:**

Under general supervision, the 5288 Transit Planner II performs urban mass transit and/or transportation planning work. The essential functions of this job include: evaluating and making recommendations on technical aspects of transit planning and/or capital programming, which involve various transit or other transportation modes; collecting, compiling and analyzing field and other data concerning urban mass transit and transportation activities; preparing correspondence in response to public, Commission or other agency inquiries; interpreting and integrating transit and/or transportation policies; developing and evaluating proposals for planning and coordinating the implementation of transit route and service changes; making presentations to community, business and other groups; assisting in the preparation, analysis, or evaluation of reports and plans for various urban mass transit and/or transportation planning projects and/or grant requests; designing, preparing and/or directing the preparation of visual materials; reviewing and interpreting legislation and codes; and applying computer-assisted analytical techniques to evaluate transit and other transportation planning projects.

**Distinguishing Features:** This job code is distinguished from the 5289 Transit Planner III, in that assignments in the latter are of greater and more complex nature.

**Supervision Exercised:** None.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Assists in or has responsibility for the preparation, analysis, or evaluation of reports and plans for various urban mass transit and/or transportation planning projects and grant requests, including use of technical, social, economic and physical data.
2. Designs, prepares, and/or directs the preparation of visual materials including graphs, charts, maps and models to illustrate presentations of transit and/or transportation projects.
3. Reviews, interprets and applies legislation and codes related to transit and other transportation planning to develop and implement transit and/or transportation projects.
4. Makes presentations to community, business and other groups to explain mass transit and/or other transportation projects.
5. Assists in managing transportation and/or paratransit projects along with the preparation of requests for grant proposals and contract documents.
6. Interprets and integrates transit and/or transportation policy in the review of proposed development projects and environmental impact reports.

7. Develops, evaluates proposals for planning, and coordinates implementation of, transit route, service and operational changes. Includes the development and assessment of proposed changes to paratransit services, transit routes and service levels, paratransit service policies, assessment of traffic impacts, and presentation to other City staff.
8. Evaluates and makes recommendations on technical aspects of transit planning, capital, or operating projects in San Francisco involving various transit modes such as light rail, trolley coach, motor coach and cable car; auto traffic; bicycle and pedestrian transportation and paratransit parking.
9. Collects, compiles and analyzes field and other data to prepare and evaluate plans and proposals concerning public transit and transportation activities.
10. Applies computer-assisted analytical techniques to evaluate and/or forecast planning and operational data to assist in formulating transit and/or transportation planning programs.
11. Prepares correspondence in response to public, Commission or other agency inquiries.
12. Performs other duties as assigned.

**Job Related and Essential Qualifications:**

**Knowledge of:** the principles, practices and techniques of various phases of urban mass transit and/or transportation planning; data sources for transit/transportation research; statistical and research methods; rafting, mapping and information dissemination techniques.

**Ability to:** communicate clearly and write technical reports; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and other employees.

**Training and Experience Guidelines:****Training and Experience:**

Possession of a Master's Degree from an accredited college or university in Planning, Transportation, Transportation Engineering, Public Administration or other closely related field; **OR**

Possession of a baccalaureate degree from an accredited college or university preferably in transportation, mass transit planning or other closely related field; **AND** two (2) years of transit planning and/or transportation planning experience.

**Substitution:**

Additional post-graduate education may be substituted for required experience on a year-for-year basis (30 semester units/45 quarter units equal one (1) year of experience).

**ADOPTED: 4/19/73**

**AMENDED: 12/16/99**

**Reason for Amendment:** To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.



**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**JOB CODE TITLE: Transit Planner III**

**JOB CODE: 5289  
Business Unit: COMMN**

**Definition:**

Under general supervision, the 5289 Transit Planner III performs urban mass transit and/or transportation planning work. The essential functions of this job include: designing, analyzing and evaluating reports of transportation-related data for various urban mass transit planning or transportation planning projects and grant requests; evaluating the technical aspects of transportation projects; developing, interpreting, coordinating, carrying out and monitoring urban transit or transportation policy and planning work, including completion of complex written documents and reports; supervising the design and preparation of models, maps, charts and other graphic materials to illustrate plans and or reports; developing and evaluating proposals for planning and coordinating the implementation of transit route and service changes; preparing plans and projections of future transit, transportation, economic or demographic conditions and trends; investigating and reviewing federal and state legislation and regulations for potential impact on transit/transportation plans and programs; preparing budgets, schedules and contracts for major projects; making presentations to the community, businesses, airport tenants and/or transportation agencies to explain transit planning and transportation planning policies, procedures, regulations, programs and projects; and preparing and reviewing correspondence in response to public, Commission and/or other agency inquires. Some positions may require possession of a valid driver license.

**Distinguishing Features:** This job code is distinguished from the 5290 Transit Planner IV, in that the latter functions with more independence and increased responsibility.

**Supervision Exercised:** May provide supervision to subordinate staff, or assume responsibility for coordinating a project.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Designs, conducts, analyzes and evaluates reports and plans for technical, social, economic and physical data for various urban mass transit or transportation planning projects and grant requests.
2. Analyzes data to prepare plans and projections of future conditions and trends concerning public transit activities.
3. Supervises and/or coordinates transportation projects by coordinating the efforts of a group of subordinates or peers toward completion of various phases of work in transit or transportation planning.
4. Evaluates technical aspects of transit or transportation projects involving various transit modes; i.e., light rail, trolley coach, motor coach and cable car; auto traffic, and pedestrian/bicycle.
5. Makes presentations to community, business, airport tenants or transportation agencies to explain and develop transportation agencies, transportation planning or projects and coordinate with other peer working groups and public agencies. May represent department at the Board of Supervisors or various City Commissions.

DOCUMENTS DEPT.

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6. Designs, prepares and/or directs the preparation of visual materials, signage information panel displays including graphs, charts, maps and models to illustrate presentations of transit or transportation projects; develops databases for tenant related transportation statistics; develops concepts and orders signage within terminals and information display panels and informational brochures.
7. Reviews and interprets legislation, codes and regulations, and applies transportation and other planning legislation to the development and implementation of transit and transportation projects.
8. Evaluates technical aspects of transportation projects at the Airport involving various modes; i.e. ferry service, automated guideway transit and the Ground Transportation Center.
9. Designs and implements transit route and service changes for transportation schedules.
10. Performs other duties as assigned.

**Job Related and Essential Qualifications:**

**Knowledge of:** the principles, practices and techniques of various phases of urban mass transit and/or transportation planning; statistical and research methods; data sources for transit/transportation research; transportation information presentation techniques and Environment Impact Analysis.

**Ability to:** coordinate and supervise projects; analyze and solve problems; communicate clearly; write technical reports; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and other employees; and use basic computer applications.

**Training and Experience Guidelines:****Training and Experience:**

Possession of a Master's Degree from an accredited college or university in Planning, Transportation, Transportation Engineering, Public Administration or other closely related field **AND** two (2) years of transit planning and/or transportation experience; **OR**

Possession of a baccalaureate degree from an accredited college or university preferably in transportation, mass transit planning or other closely related field; **AND** four (4) years of transit planning and/or transportation planning experience.

**Substitution:**

Additional post-graduate education may be substituted for required experience on a year-for-year basis (30 semester units/45 quarter units equal one (1) year of experience).

ADOPTED: 4/19/73

AMENDED: 12/16/99

**Reason for Amendment:** To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

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**JOB CODE TITLE: TRANSIT PLANNER IV**

**JOB CODE: 5290**

**Business Unit: COMMN**

**Definition:**

Under general administrative supervision the Transit Planner IV performs work in urban mass transit and/or transportation planning and manages or supervises a major transit or transportation planning study or project. The essential functions of this job include: analyzing and evaluating transportation related data; preparing and/or supervising the preparation of reports on more complex and difficult planning issues; developing, interpreting, coordinating, carrying out and monitoring urban transit or transportation policy and planning work, including completion of complex written documents and reports; supervising the design and preparation of models, maps, charts and other graphic materials to illustrate plans and or reports; developing and evaluating proposals for planning and coordinating the implementation of transit route and service changes; preparing plans and projections of future transit, transportation, economic or demographic conditions and trends; investigating and reviewing federal and state legislation and regulations for potential impact on transit/transportation plans and programs; preparing budgets, schedules and contracts for major projects; representing the department in public meetings, governmental/regulatory agency hearings, peer working groups, Board of Supervisors and Commission meetings to explain transit planning and transportation planning policies, procedures, regulations, programs and projects and preparing and reviewing correspondence in response to public, Commission and/or other agency inquiries. Some positions may require possession of a valid driver license.

**Distinguishing Features:** The 5290 Transit Planner IV is the highest level in the Transit Planner series. It is distinguished from the next lower level in that its assignments are of greater and more complex nature and functions with more independence and increased responsibility.

**Supervision Exercised:** May provide supervision to subordinate staff, or assume responsibility for coordinating projects.

**Examples of Important and Essential Duties:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Coordinates and/or supervises the work of a group of subordinates or peers on major projects in various phases of transit or transportation planning.
2. Supervises the design and preparation of models, maps, charts, drawings, publications, signage, displays and other graphic materials to illustrate plans and reports or disseminate information.
3. Analyzes and evaluates social, economic and physical data and prepares reports on the more complex and difficult planning issues; may prepare grant requests, analyze applications for new services or develop project justifications.
4. Prepares plans and projections of future transit or transportation conditions and trends.

5. Investigates and reviews federal and state legislation and regulations for potential impact on transit/transportation plans and makes recommendations for the review process.
6. Prepares and manages requests for proposals, budgets, schedules and contracts for major transit or transportation planning projects, or for airport operational contracts.
7. Represents the department in public meetings and governmental/regulatory agency hearings and peer working groups to explain planning policies, programs and projects.
8. Prepares and reviews draft legislation reports for City Commission and/or Board of Supervisors
9. Applies and/or oversees computer-assisted analytical techniques to evaluate and/or forecast planning and operational data to assist in formulating transit and/or transportation planning programs.
10. Prepares and reviews correspondence in response to public, Commission or other agency inquiries.
11. Performs other duties as assigned.

**Job Related and Essential Qualifications:**

**Knowledge of:** the principles, practices and techniques of various phases of urban mass transit and/or transportation planning; statistical and research methods; data sources for transit/transportation research; transportation information presentation techniques and Environment Impact Analysis.

**Ability to:** coordinate and supervise projects; analyze and solve problems; communicate clearly; write technical reports; deal tactfully and effectively with the general public, governmental officials, professional and technical persons and other employees; and use basic computer applications.

**Training and Experience Guidelines:****Training and Experience:**

Possession of a Master's Degree from an accredited college or university in Planning, Transportation, Transportation Engineering, Public Administration or other closely related field; **AND** four (4) years of transit planning and/or transportation experience, **OR**

Possession of a baccalaureate degree from an accredited college or university preferably in transportation, mass transit planning or other closely related field; **AND** six (6) years of transit planning and/or transportation planning experience.

**Substitution:**

Additional post-graduate education may be substituted for required experience on a year-for-year basis (30 semester units/45 quarter units equal one (1) year of experience).

ADOPTED: 4/19/73

AMENDED: 12/16/99

**Reason for Amendment:**

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this class.



(NEW CLASS)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: CITY PLANNING PERMIT ANALYST

CODE: 5291

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs difficult technical planning work in checking and reviewing proposed plans and specifications for private minor and major building construction or alteration; determines compliance with City Planning Code provisions; and performs related duties as required.

Requires responsibility for: Explaining and interpreting existing Planning Code regulations; making regular contacts with architects, engineers, building contractors, and other City departments and agencies in plan checking matters; preparing, reviewing, correcting, and revising building plan proposals, and submitting thereon; supervising other Planning Department staff assigned to permit review duties.

EXAMPLES OF DUTIES:

1. Checks proposed plans and specifications for compliance with City Planning Code concerning complex and detailed major structures, single and multiple dwellings, small apartments, and small industrial and commercial structures.

2. Meets and confers with architects, engineers, building contractors, and developers and other City agencies to discuss compliance with the Planning Code; explains Code provisions and indicates needed changes in plans and specifications in order that they may conform to the Code.

3. Determines the need for variances, reclassifications or conditional use approvals; recommends such action as may be appropriate in specific cases.

4. Reviews proposed revisions to the Planning Code; makes detailed studies and reports on correspondence on permit checking matters.

5. Supervises subordinate personnel involved with permit application review and analysis.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree.

Requires three years of experience in a phase of building design or inspection of major building construction projects, including two years of plan checking of major or minor structures; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a good knowledge of: City Planning Code and ability to relate Code requirements to Master Plan objectives and policies; related codes, laws and ordinances; building construction methods. Requires considerable knowledge of building design.

Requires ability to: Read, understand, interpret, and explain building plans and specifications; deal courteously and effectively with professional engineers, architects and building contractors, developers; and apply knowledge of the various codes to effective plan checking.

PROMOTIVE LINES:

To : 5292 Planner III (Zoning)

From: 5290 Planner II (Zoning)

ADOPTED: May 18, 1970





SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLANNER III (ZONING)

CODE: 5292

CHARACTERISTICS OF THE CLASS:

Under direction, performs difficult and responsible technical planning and investigating work in administering and enforcing the city planning code; explains and interprets zoning laws and the planning code; and performs related duties as required.

Requires responsibility for: assisting in developing, carrying out and interpreting city planning and zoning policies and procedures; making continuing personal contacts with the general public, representatives of outside interests and groups, and others, in connection with explaining and interpreting the planning code, ordinances, policies, laws, rules and regulations relating to city planning activities; preparing, reviewing and maintaining important technical, zoning and other land use records and reports.

EXAMPLES OF DUTIES:

1. Investigates conditions pertaining to variances, zoning amendments, conditional use applications and use complaints; reviews building and other permit applications; makes difficult record searches and investigations pertaining to zoning.
2. Explains and interprets provisions of the planning code relating to regulating land use program and comprehensive zoning classifications.
3. Makes difficult zoning case studies; prepares reports and makes recommendations to the zoning administrator as a result of such studies; advises property owners concerning zoning ordinances and requirements for compliance with same.
4. Makes difficult and complex field investigations; measures and sketches buildings and improvements in an area showing distances from lot lines, height, volume, area and use of property; supervises the correction of zoning use map and zoning block books and interprets and prepares data for maps and exhibits.
5. May process building permits, zoning applications and other city planning material; prepares and posts official public zoning notices.
6. Assists in the preparation of court cases concerning violations of the planning code by gathering and presenting facts and evidence and may appear as a witness during court procedures.
7. May supervise subordinate city planning, zoning, and other personnel in the performance of zoning work.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree.

Requires four years of experience in responsible city planning, zoning or related investigative work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires considerable knowledge of: principles and practices of city planning and zoning administration; state laws and local ordinances governing and relating to city planning and zoning; the principles and techniques used in preparing maps, property

descriptions and exhibits; legal principles of zoning laws and court decisions involving zoning; statistical techniques and methods.

Requires considerable ability to: participate in the holding of public hearings involving complex and difficult zoning problems; direct zoning investigations and prepare difficult technical reports thereon; plan, organize and supervise work of subordinate employees; speak and write effectively and deal tactfully and effectively with the general public, government officials, professional and technical persons and employees.

PROMOTIVE LINES:

To: Planner IV (Zoning)

From: Planner II (Zoning)

AMENDED: March 25, 1968

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**CLASS TITLE: PLANNER IV**

**CODE: 5293**

**DEFINITION:**

Under general direction, plans, administers and directs the activities of a planning group, and/or oversees a major study, and/or supervises a project group engaged in professional city planning work. The Planner IV develops, implements and enforces city planning policies and procedures; gathers, analyzes and interprets planning data and prepares recommendations; prepares difficult and complex technical reports; represents the department in public meetings; acts as technical advisor on all studies and problems relating to planning; and performs related duties as required. Positions at the Port, Recreation & Park, and other specialized departments may perform department specific planning duties.

**DISTINGUISHING FEATURES:**

The Planner IV is distinguished from the Planner III by the increased level of difficulty in the scope of work, supervision and management responsibilities and in its responsibility for assisting Planner V's with the operation of a planning division. The Planner IV is distinguished from the Planner V in that the Planner V has increased responsibility in scope of work, management, dealing with outside agencies and coordinating department activities.

**SUPERVISION EXERCISED:**

The Planner IV supervises and manages the activities of subordinate Planner classes as well as administrative and technical support positions.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to these classes and are not intended to be an inclusive list.

1. Plans and directs professional, technical and supervisory personnel as a group leader or as head of a major planning project study; edits reports, texts and studies compiled by staff members and/or consultants engaged in various segments of a total project or division.
2. Designs, studies, compiles, analyzes, evaluates and prepares reports on the more complex and difficult technical, social, economic and physical data for various city planning projects, including zoning case studies, capital improvement programs, urban renewal, general planning and metropolitan problems in general. Collects, tabulates, correlates and presents difficult statistical data involved in preparation of the general plan, capital improvement program and related city planning reports.
3. Supervises the preparation and design of the more difficult maps, charts, models, sketches and other graphic presentations to illustrate various land use and special city planning studies; investigates, recommends and prepares changes for the city planning code and other planning legislation.
4. Reviews referrals regarding the sale, purchase and subdivision of land, and vacation of streets; reviews and analyzes subdivision applications, redevelopment and urban renewal proposals and plans with regard to city planning standards, federal, state and local laws and for probable effects on the surrounding neighborhoods and the general plan.

5. Addresses community, business and other groups to explain planning programs and problems and promote good public relations for the planning department; may represent the planning department at the board of supervisors committee meetings, other government agencies, commissions or boards.
6. Assists in the development and advancement of subordinates through training and effective use of employee development programs and periodic performance evaluations of subordinate staff.
7. Other duties as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:** Principles, practices, purposes, scope and techniques of various phases of city planning; federal, state, and local laws and regulations as they relate to city planning; methods and sources of data relating to city and metropolitan form and growth.

**Ability to:** Coordinate and monitor projects and the activities of groups of subordinate employees; plan and direct the work of subordinate staff; communicate with staff and representatives of business and public interest groups, organizations, and public officials in clarifying and interpreting planning policy and regulations.

#### **EXPERIENCE AND TRAINING GUIDELINES:**

Any combination of training and experience that could likely provide the required knowledge and abilities may be qualifying. A typical way to obtain this would be:

- **Training:** Possession of a baccalaureate degree from an accredited college or university.
- **Experience:** Six years of experience in city, urban, and/or regional planning, and zoning or related investigative work with at least two years of experience at the supervisory level. Some positions may require additional specialized experience, such as waterfront or recreation and park planning experience.

Effective: 4/17/98

**Note:**

1. Class number 5293 was previously used by the Planner III-Transportation class. That classification was abolished March 24, 1998 and the number was reused for the new (consolidated) Planner IV classification.
2. Class 5293 Planner IV was created to consolidate previously existing specialty classes 5294 Planner IV-Zoning, 5282 Planner IV-General, and 5296 Planner IV-Urban Systems Analyst.



SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLANNER IV (ZONING)

CODE: 5294

CHARACTERISTICS OF THE CLASS:

Under general direction, performs the more difficult and complex technical planning and investigating work in administering and enforcing the city planning code; explains and interprets zoning laws and the planning code; prepares difficult and complex zoning reports; and performs related duties as required.

Requires responsibility for: assisting in developing, carrying out and interpreting city planning and zoning policies and procedures; making personal contacts with the general public, representatives of outside interests, groups and others in connection with explaining and interpreting the planning code, ordinances, policies, rules and regulations relating to city planning activities; requires overall supervisory responsibility for the preparation and maintenance of important professional and technical records and reports relating to zoning and related land use activities.

EXAMPLES OF DUTIES:

1. Investigates the more complex and difficult conditions pertaining to variances, zoning amendments, conditional use applications and use complaints; reviews difficult building and other permit applications; supervises record searches and investigations pertaining to zoning.

2. Explains and interprets difficult provisions of the planning code relating to regulating land use programs and comprehensive zoning classifications to subordinates and to the public.

3. Makes complex and difficult zoning case studies; prepares reports and makes recommendations to the zoning administrator as a result of such studies; advises property owners concerning zoning ordinances and requirements for compliance with same.

4. Makes difficult and complex field investigations; measures and sketches buildings and improvements in an area showing distances from lot lines, height, volume, area and the use of property; supervises the correction of zoning use map and zoning block books; interprets and prepares data for maps and exhibits.

5. Supervises the processing of building permits, zoning applications and other city planning matters.

6. Prepares court cases concerning violations of the planning code; gathers and presents facts and other evidence; may appear as a witness during court proceedings.

7. Supervises subordinate city planning, zoning, and other personnel in the performance of zoning work.

8. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree.

Requires six years of progressively responsible experience in city planning, zoning or related investigative work, including two years of supervisory experience; or an equivalent combination of training and experience.

CLASS TITLE: PLANNER IV (ZONING) - continued

CODE: 5294

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: practices and principles of city planning and zoning administration; federal and state laws and local ordinances governing and relating to city planning and zoning; principles and techniques used in preparing maps, property descriptions and exhibits; legal principles of zoning laws and court decisions involving zoning; statistical techniques and methods.

Requires considerable ability to: participate in the holding of public hearings involving difficult zoning problems; direct difficult and complex zoning investigations and prepare difficult technical reports; plan, organize and supervise work of subordinate employees; speak and write effectively and deal tactfully and effectively with the general public, governmental officials, professional and technical persons and employees.

PROMOTIVE LINES:

To: Assistant Zoning Administrator

From: Planner III (Zoning)

AMENDED: March 25, 1968

(NEW CLASS)

DOCUMENTS

CLASS TITLE: SCHOOL FACILITIES PLANNER

APR 20 1971

CODE: 5295

## CHARACTERISTICS OF THE CLASS:

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Under general administrative direction, prepares long-range school facility plans; updates facility plans based on new developments and trends in population and educational programs; develops long-range facility master plan to provide for the needs of the District; maintains inventory of School District facilities; and performs related duties as required.

Requires responsibility for: Planning, coordinating and developing policy, methods and procedures relative to long-range school facility master plans and maintaining schedules for building programs and assists in the development of financial plans to support facility programs; preparation and maintenance of records of construction costs and trends and cost estimates for planning programs.

## DISTINGUISHING FEATURES:

The School Facilities Planner develops master plans for the entire District based on education and space requirements determined by the School Facilities Needs Analyst.

## EXAMPLES OF DUTIES:

1. Prepares long-range facility plans; updates long-range facility plans based on new developments and trends in population and educational programs; develops long- and short-range facility planning and rehabilitation programs.
2. Identifies the need for additional school facilities for various locations throughout the District; establishes priorities for various building projects; prepares and maintains schedules for long- and short-range building programs.
3. Evaluates building design standards; keeps current on new developments in School District long-range facility planning techniques; directs the scheduling of capital improvements.
4. Identifies the need for the purchase of additional land and coordinates site selection activities to meet long-range facility planning needs.
5. Maintains inventory of School District facilities; develops financial plans for building programs; maintains up-to-date information on construction costs and trends.
6. Prepares block layouts showing space requirements and relationships for individual building projects within the overall facilities plan.

## MINIMUM QUALIFICATIONS:

Training and Experience: Requires graduation from college with a baccalaureate degree in architecture or engineering with at least five years progressively responsible experience in developing long- and short-range school facility plans.

Knowledge, Abilities and Skills: Requires considerable knowledge of long-range school facility planning techniques; school facilities plans as related to methods and techniques of construction, traffic flow, economy of maintenance, provision for growth, and adaptability to multiple functional uses.

Requires ability to: Deal effectively with school administrators and teachers, school architects, community groups and other departmental personnel; preparation and development of long-range school facility plans; coordinate facility plans with educational programs.

CLASS TITLE: SCHOOL FACILITIES PLANNER

CODE: 5295

PROMOTIVE LINES:

To : No normal line of promotion

From: Original entrance examination

ADOPTED: 3/15/71

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: ASSISTANT ZONING ADMINISTRATOR

CODE: 5296

CHARACTERISTICS OF THE CLASS:

Under general administrative direction, serves as chief assistant to the zoning administrator; represents the zoning division in public or official determinations; coordinates and supervises the work of subordinate and acts as their technical advisor on all studies and problems relating to zoning; advises and assists the zoning administrator and the director of planning in the formulation and development of matters relating to the planning code and related land use problems; and performs related duties as required.

Requires major responsibility for: advising and assisting in originating, directing, developing, interpreting and coordinating the city planning code; making continuing responsible contacts involving difficult negotiations, presentation and interpretation of the city planning code and problems of a professional and technical nature with administrative officials, representative groups and the general public; assisting in directing the preparation and maintenance of records and reports affecting the administration of the city planning code; reviewing highly specialized and technical records and drawing conclusions upon which administrative decisions may be based.

EXAMPLES OF DUTIES:

1. Coordinates and supervises the work of the zoning division; acts as zoning administrator in his absence.
2. Acts as technical advisor on all studies and problems relating to zoning; reviews highly specialized and technical zoning records; draws conclusions upon which administrative decisions on zoning, conditional uses and variances may be based and legislative recommendations founded.
3. Appears on more complex and difficult cases before the board of permit appeals, district attorney, municipal and superior courts relating to interpretation of the planning code.
4. Explains and interprets difficult provisions of the planning code relating to regulating land use programs and comprehensive zoning classifications to subordinates and to the public.
5. Assists in the development and advancement of subordinates through training and effective use of employee development program.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree.

Requires eight years of progressively responsible experience in city planning and zoning, including three years of responsible supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Requires a comprehensive knowledge of: practices and principles of city planning, zoning administration, and related code enforcement; federal, state and local laws and ordinances governing and relating to city planning; legal principles of zoning laws and court decisions involving zoning; principles and techniques used in preparing maps, property descriptions and exhibits; statistical methods and techniques.



CLASS TITLE: ASSISTANT ZONING ADMINISTRATOR  
(continued)

CODE: 5296

Requires considerable ability to: conduct public hearings involving complex and difficult zoning problems; direct the more complex and difficult zoning investigations; plan, organize and direct the work of subordinate employees; design, analyze, write and edit research studies and survey reports; deal courteously and effectively with the press, the general public, government officials, professional and technical persons and employees; coordinate activities of the zoning division with other city planning activities and other city departments and government agencies.

PROMOTIVE LINES:

To: Zoning Administrator

From: Senior City Planner (Zoning)

SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLANNER III-ENVIRONMENTAL REVIEW

CODE: 5298

CHARACTERISTICS OF THE CLASS:

Under direction, performs difficult and responsible environmental review work, participating in all phases of environmental review including analysis of environmental impacts and mitigation measures; coordinates difficult environmental review cases; performs complex initial environmental studies; provides information to the public on environmental review procedures; and performs related duties as required.

DISTINGUISHING FEATURES:

This is the fully trained level in the environmental review planning speciality. Incumbents coordinate difficult and complex environmental review projects, participate in all aspects of environmental review and may supervise employees in subordinate classifications. The Environmental Review series is distinguished from classes in the general Planner series in that the former describes positions which are responsible for analysis and evaluation of projects for environmental impact while the latter describe positions which analyze and prepare data for a variety of city planning projects including urban renewal, zoning, master planning and other land use problems.

EXAMPLES OF DUTIES:

1. Performs difficult environmental impact evaluations of projects including review of technical portions of Environmental Impact Reports involving mathematical modeling, surveys, analyses, and forecasts as applied to a range of environmental matters such as air pollution, water, energy, waste and endangered species.
2. Reviews Environmental Impact Reports for compliance with Federal, State and local laws and regulations; supervises other staff members in the preparation of negative declarations and various categorical exemption reports.
3. Coordinates environmental impact reviews for major public and private projects, including preliminary conferences, consultations with consulting specialists and submission of reports to the City Planning Commission.
4. Interprets and explains legal, technical and procedural aspects of environmental review to the public; prepares technical reports and correspondence.
5. Supervises subordinate survey, clerical and office personnel in the preparation of various environmental impact documents.

MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four-year college or university, with a baccalaureate degree.

Requires four years of progressively responsible experience in general planning or zoning in an environmental analysis context; or experience in environmental science or environmental law, including technical review of environmental impact reports and related technical documentation. Post graduate work in planning, architecture, engineering, environmental science, physical science and related fields of science or law is desirable; advanced degrees in the aforementioned fields may be substituted for up to two years of experience, or an equivalent combination of training and experience.



CLASS TITLE: PLANNER III-ENVIRONMENTAL REVIEW

CODE: 5298

MINIMUM QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Requires knowledge of the principles and practices of environmental analysis; methods and data sources for environmental investigations; and accepted practices in implementation of environmental law.

Requires ability to carry out assigned tasks decisively and accurately; to work effectively in a department team framework; to exercise judgment in the critical analysis of the work of a wide variety of specialized environmental consultants; prepare concise reports; maintain organized records; supervise the work of subordinate employees; and deal tactfully with the public, governmental officials, professional and technical persons, and other City employees.

PROMOTIVE LINES:

ADOPTED: 3-3-80

NEW CLASS





## SAN FRANCISCO CIVIL SERVICE COMMISSION

CLASS TITLE: PLANNER IV-ENVIRONMENTAL REVIEW

CODE: 5299

### CHARACTERISTICS OF THE CLASS:

Under general direction, assists in planning and directing the activities of the Office of Environmental Review; gathers, analyzes and interprets environmental data; prepares and reviews difficult and complex environmental evaluations and reports; and performs related duties as required.

### DISTINGUISHING FEATURES:

This is a single position class which functions as assistant to the Environmental Review Officer of the Department of City Planning. The position is responsible for supervising office staff in the preparation and review of Environmental Impact Reports and for coordinating preparation of environmental evaluations on major, controversial projects to insure compliance with the California Environmental Quality Act, the San Francisco Administrative Code and other governmental regulations and guidelines. This single position class is distinguished from the next lower class of Planner III-Environmental Review in that it has line supervisory responsibility for the entire office staff and acts for the Environmental Review Officer in that individual's absence. The Environmental Review series is distinguished from the general Planner series in that the former describes positions which are responsible for analysis and evaluation of projects for environmental impact while the latter describe positions which analyze and prepare data for a variety of city planning projects including urban renewal, zoning, master planning and other land use problems.

### EXAMPLES OF DUTIES:

1. Supervises professional personnel engaged in environmental review work; reviews complex environmental impact reports prepared by staff and consultants.
2. Compiles and analyzes technical environmental data for major City projects and difficult private projects; prepares and presents reports relating to environmental effects.
3. Reviews and evaluates proposed environmental legislation; prepares recommendations for modification of City environmental procedures to conform with State and Federal laws and regulations.
4. Makes environmental evaluations of projects to insure compliance with legal requirements in such areas as air pollution, water, energy, waste and endangered species.
5. Interprets environmental laws and requirements for department personnel, the Planning Commission, project developers and consultants; addresses government, community, business and other groups to explain environmental review requirements and procedures.
6. Acts for the Environmental Review Officer at meetings with other agencies, project sponsors, departmental staff and in other activities as required.

### MINIMUM QUALIFICATIONS:

Training and Experience: Requires completion of a four year college or university, with a baccalaureate degree.

Requires five years of progressively responsible experience in the areas of planning, environmental review, or environmental law, of which at least 4 years must be in environmental review or environmental law, including management and scheduling experience; advanced degrees in related fields of planning, science or law may be substituted for up to two years of experience; or an equivalent combination of training and experience.



CLASS TITLE: PLANNER IV-ENVIRONMENTAL REVIEW

CODE: 5299

MINIMUM QUALIFICATIONS: (Cont.)

Knowledge, Abilities and Skills: Requires considerable knowledge of the principles and practices of environmental law and its implementation, of techniques of researching environmental and planning issues, and experience in liaison with other agencies, project management and dealing with the public.

Requires considerable ability to collect, analyze and interpret data pertaining to environmental impacts of proposed projects, to speak effectively and deal tactfully with the general public, governmental officials, professional and technical persons and employees; to write clear and concise technical documents; to develop procedures and supervise the work of other employees.

ADOPTED: 3-3-80

NEW CLASS











